Compensation and Benefits Profile

For

City of Ontario

Part-Time Employees

December 24, 2017

CITY OF ONTARIO
SOUTHERN CALIFORNIA

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Article I. ADMINISTRATION

Section 1.01 Introduction

The Part-Time Employee Compensation and Benefits Profile is a summary of compensation and employment practices for part-time and temporary employees paid on an hourly basis.

The various sections and provisions of the Government Code, Municipal Code, Personnel Rules and Regulations, and the "Employment Policies" in the City's Online Policy Center, in effect and applicable to part-time and temporary employees will remain in effect unless modified by provisions within this document.

Section 1.02 Classifications Included

A. Part-time employees are employed on a part-time or temporary schedule and paid on an hourly basis.

B. Provisions within this document apply to all employees appointed to positions in the following part-time classifications:

Classification Titles
Administrative Intern
Instructor/Guard
Library Monitor Specialist
Library Page
Lifeguard
Museum Assistant
Museum Attendant
Police Cadet
Pool Manager
Recreation Assistant
Recreation Leader
Senior Pool Manager
Senior Recreation Leader

C. In addition to the above part-time classifications, the City reserves the right to use existing full-time classifications in a part-time and/or temporary capacity and paid on an hourly basis. In those cases, the part-time-temporary employee will receive compensation and benefits pursuant to this profile.

D. The City may add, modify, or delete classifications from the Part-time Employee Group as needed.

Section 1.03 Definitions

A. **Calendar Day**

A 24 - hour day beginning at 12:00 a.m. and ending at 11:59 p.m.

B. **Calendar Year**

The period of 12 consecutive months commencing on January 1st and ending on December 31st.

C. **Emergency**

A circumstance requiring immediate action; a sudden, unexpected happening; an unforeseen occurrence or condition.

D. **Part-Time Employee**

An employee working a less than a full-time work schedule and whose hours may be regular or irregular, and is paid on an hourly basis.

E. **Week**

Seven consecutive calendar days beginning on Sunday at 12:00 a.m. and continuing through Saturday at 11:59 p.m.

F. **Work Week**

The work week for all schedules shall begin on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m.

Article II. EMPLOYMENT PROVISIONS

Section 2.01 At-Will Status

All employees in the Part-Time Employee Group are "at-will" and serve at the pleasure of the City Manager. Employees can be terminated at any time with or without cause, and have no right to appeal.

Section 2.02 Hours of Work

The City shall determine the hours of work for employees in the group. Employees may be scheduled to work specific hours, or may be required to work on an as-needed basis. The City does not guarantee the number of hours an employee may be scheduled. Employees in the Part-Time Group shall not be scheduled or permitted to work more than a total of 999 hours during any fiscal year or more than 29 hours in any work week. Any exceptions to these provisions must be pre-approved by the City Manager.

Article III. CLASSIFICATIONS

Section 3.01 New Classifications

The City reserves the right to add, delete, or modify part-time classifications, rates of pay, and benefits at its discretion.

Section 3.02 Multiple Positions

An employee in a full-time position may also be appointed to a part-time position for which the employee is qualified with the approval of the City Manager. Such employees shall receive overtime compensation at a rate that complies with the requirements of the Fair Labor Standard Act.

Article IV. COMPENSATION

Section 4.01 Salary Schedule

A. The following salary increases shall be implemented for employees in part-time classifications defined in section 1.02(B) covered by this Profile:

   1. Effective December 24, 2017, employees in part-time classifications will receive a 2.5% increase in base pay.

B. Employees working in a full-time classification pursuant to Section 1.02(C) shall receive an hourly equivalent within the salary range as those employees in the full-time classification.

C. Hourly wages for part-time classifications are set forth in Appendix "A."

Section 4.02 Overtime

A. Due to the nature of the work assignment, overtime is discouraged for part-time employees. However, when overtime is necessary, the City reserves the right to schedule overtime work in a manner most advantageous to the City. The City may also modify an employee's hours of work to minimize overtime.

B. Overtime shall be paid for all hours worked in excess of 40 hours in any one work week at the rate of one and one-half (1½) times the employee's base hourly wage rate.

C. Part-time employees are not eligible to receive compensatory time off in lieu of overtime pay.

Section 4.03 Merit Increases

Merit increases are administered in accordance with the City Personnel Rule XI, as repeated below.

Section 1. Application of Rates

Employees occupying a position in the City service shall be paid at the rate established for their position. All original appointments shall be made at the minimum wage for the position, except when in the opinion of the City Manager circumstances warrant appointment at a higher step.

Section 2. Anniversary Date

Each employee's anniversary date will coincide with the employee's appointment to a new position in a different classification. All employees will retain their current anniversary dates until appointed to a new classification provided, however, that no employee shall receive more than one merit increase within any six months period. Any employee who is within ninety (90) days of achieving a merit raise at the time of promotion shall be entitled to an increase for the promotion and an increase for the merit step. All future increases

while in that classification shall be in accordance with Section 3 below. The date of appointment shall be used to compute sick leave.

The anniversary date of employees who take a leave of absence without pay for more than sixty (60) continuous calendar days will be extended by the length of the absence from work over sixty (60) days adjusted to the start of the nearest pay period.

Section 3. Advancements

The advancement of an employee is not automatic, but the result of increased service value to the City. Service value shall be determined by recommendation of the department head, length of service, personal performance record, special training, and any other evidence that illustrates the desire of the employee to do a better job.

The five levels of advancement for each part-time position are granted according to the conditions outlined in Section 1 and 2 and the preceding paragraph. The merit increase effective date is the closest payroll period to the employee's anniversary date.

Step 1 – Entrance level
Step 2 – After six months of service
Step 3 – After one year at Step 2
Step 4 – After one year at Step 3
Step 5 – After one year at Step 4

Section 4.04 Shift Differential

Employees in the Police or Fire Communications Division and primarily assigned to dispatcher duties shall receive a shift differential of $1.00 per hour for all hours worked by an employee when a majority of the employee's scheduled shift hours occur before 7:00 a.m. or after 5:30 p.m.

Section 4.05 Police Dispatcher Per Diem Program

A. **Background**

Due to staffing demands, there is need for additional staffing to supplement the current, full-time Police Department Communications Division staff. The purpose of the Police Dispatcher Per Diem program is to allow full-time City employees to work in an additional part-time capacity in Police Communications. The program guidelines outline the requirements and procedures to be followed when assigned to this program.

B. **Description of Work**

There are four levels of Police Dispatcher Per Diem work.

1. **PS Dispatcher Per Diem – Level 1**: This is the training level for employees with little or no experience in dispatch. Employees will receive training on how to answer incoming calls for service and after training independently answer calls for service until they demonstrate sufficient experience and abilities to advance to Level 2. Employees are eligible to move to Level 2 upon meeting the Level 2 eligibility requirements and with the approval of the Police Chief and the Human Resources Director.

2. **PS Dispatcher Per Diem – Level 2**: The second level is for employees who have sufficient experience and ability to answer incoming calls for service OR who are currently sworn police personnel. Employees will independently answer incoming calls for service and may train to perform other dispatching functions such as records or radio. Many employees will remain at level 2. Employees interested and able to perform additional dispatching functions may be eligible to move to Level 3 upon meeting the Level 3 eligibility requirements and with the approval of the Police Chief and the Human Resources Director.

3. **PS Dispatcher Per Diem – Level 3**: The third level is for employees who have extensive experience in answering incoming calls for service, can independently handle complex and difficult situations, and are able to perform at least one additional function such as records or radio dispatching. It is expected that most employees in the Dispatch Per Diem Program will remain at Level 2 or Level 3. For an employee to be moved to Level 4, the employee must be able to independently perform all Police dispatching functions in difficult situations, and must have the recommendation of the Police Chief and the Human Resources Director.

4. **PS Dispatcher Per Diem – Level 4**: The fourth level is reserved for employees who have had prior full-time dispatching experience with Ontario and are/or are able to independently perform Police primary radio dispatching functions.

C. **Eligibility Requirements**

The Police Chief and Human Resources Director have final approval regarding selection, level of compensation, and movement between levels. Placement and progression through the levels is at management's discretion based upon the employee's skills and abilities. Typical qualifications for each level are as follows:

All Levels

- Current full-time employee of the City of Ontario in a capacity other than in the Police Dispatcher series.
- Experience operating a computer keyboard or video display terminal.
- Competently performing all job duties of the employee's full-time position.
- Have good attendance and able to meet any overtime obligations of the employee's current full-time job.

Police Dispatcher Per Diem - Level 1:

- One year of recent experience with the Ontario Police Department.

Police Dispatcher Per Diem - Level 2:

- Completed all training requirements and have acted in the capacity of a Dispatcher Per Diem Level 1 for at least 360 hours, OR
- At least one year of experience as a sworn law enforcement officer with the Ontario Police Department or

Police Dispatcher Per Diem - Level 3:

- Acted in the capacity of a Dispatcher Per Diem Level 2 for at least 360 hours.
- Be able to handle difficult calls for service independently and perform at least one additional function such as records or radio dispatch.

PS Dispatcher Per Diem - Level 4:

- Previously worked for the Ontario Police Department as a Senior Public Safety Dispatcher AND/OR
- Is able to independently perform Police primary radio dispatching functions.

D. **Compensation**

Employees shall be paid the following hourly rate for worked performed as a Dispatcher Per Diem.

Level 1 – Equivalent to Police Dispatcher, Step 1
Level 2 – Equivalent to Police Dispatcher, Step 3
Level 3 – Equivalent to Police Dispatcher, Step 5
Level 4 – Equivalent to Senior Police Dispatcher, Step 5

Since employees are already working in a full-time capacity for the City of Ontario, the City shall pay the indicated hourly rate times 1.5, as required by employees' applicable MOU.

No additional compensation or benefits are earned by full-time employees participating in this program.

E. **Selection Process**

On an as-needed basis, the Human Resources Department will issue a written notice of the ability to participate in this program. Employees will submit any required documentation by the deadline given. The Police Department shall screen and select the best qualified employees. Employees will be subject to a background investigation and any other screening requirements as determined by the Police Department and Human Resources. Initial selection and continued participation in the program is at the sole discretion of the Police Chief and the Human Resources Director.

F. **Uniform Allowance Provisions**

Employees acting as a Police Dispatcher Per Diem shall not be required to wear uniforms and shall not be given any compensation for uniforms. If they already have a City of Ontario uniform in their full-time position, they may wear that uniform. Alternatively, they may dress in a professional manner appropriate for the dispatch environment.

Article V. LEAVES – PAID AND UNPAID

Section 5.01 Holidays

A. The following holidays are observed by the City and offices may be closed on these days:

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day After Thanksgiving Day	Day after the 4th Thursday in November
Christmas Eve	December 24th
Christmas Day	December 25th
New Year's Eve	December 31st

B. Any holiday listed in provision 5.01(A) which falls on Sunday is observed on the following Monday, except in 24-hour operations. In addition, at the City Manager's discretion, designated City operations may be closed between and including Christmas Eve through New Year's Day.

C. Employees in the Part-Time Employee Group do not receive compensation for observed holidays. If an employee works the observed holiday, the employee will be paid at the employee's base hourly rate.

Section 5.02 Vacation

Employees in the Part-Time Employee Group do not accrue vacation leave. With the prior approval of their supervisor, employees may take unpaid time off.

Section 5.03 Paid Sick Leave

A. Part-time employees are entitled to use paid sick leave for:

1. Diagnosis, care or treatment of an existing heath condition of, or preventative care for, an employee, or an employee's family member.

2. Quarantine of the employee due to exposure to contagious disease.

3. An employee who is a victim of domestic violence, sexual assault, or stalking.

B. Family member under this provision includes; spouse; registered domestic partner; grandparent; grandchild; sibling; child (biological, foster, adopted, stepchild, legal ward, or child to whom the employee stands in loco parentis) the definition of child is applicable regardless of age or dependency status; parent (biological, foster adoptive, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor).

C. Beginning on their first day of employment, employees will accrue the equivalent of one hour of paid sick leave for every thirty hours worked.

D. Employees may not accrue more than twenty four hours in any twelve month period commencing on the employee's anniversary date. Unused paid sick leave will carry forward into the next twelve month period. There is no limit to the total amount of paid sick leave a part-time employee may accrue.

E. Employees may use accrued paid sick leave, in no less than a quarter hour increments, beginning on the 90th day of employment.

F. Paid sick leave shall not be taken as vacation, personal leave or payment to a monetary equivalent at any time.

G. Paid sick leave is not payable to the employee upon separation from employment nor may it be used to extend an employee's separation date.

H. Full-time employees with an accrued paid sick leave balance appointed to a part-time position, will have their paid sick leave balance reduced to a maximum of twenty-four hours. The employee may not accrue more than twenty four hours in any twelve month period commencing on the anniversary date of their part-time employment. Part-time employees promoted to full-time positions will retain their accrued paid sick leave. The use or conversion of paid sick leave will be in accordance to the memorandum of understanding or profile applicable to the full-time position.

I. Employees must inform their immediate supervisor or another designated employee regarding the need to utilize paid sick leave. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee should notify the department as soon as practicable but preferably before the end of the first hour after the shift begins.

J. An employee is not entitled to paid sick leave for illness or injury while also engaging in business or activity for monetary gain or other compensation that would conflict with the nature of the absence from work for which the employee has been granted paid sick pay.

K. The City reserves the right to make an investigation of the use of paid sick leave to ensure compliance with state law and when there is reasonable cause to identify that abuse of sick leave exists or has taken place. An investigation may include a requirement for the employee to provide documentation related to the use of sick leave including, but not to be limited to, documentation to establish family relationships and/or doctor's certification. Such investigation will be in accordance with Chapter 1 of Part 1 of Division 2, Section 3, Article 1.5 of the California Labor Code.

L. Determinations of paid sick leave shall be made by the department head concerned and subject to the approval of the Human Resources Director.

Section 5.04 Family Medical Leaves

Family Leave shall be granted in accordance with the California Family Rights Act of 1991 (CFRA) and the Family and Medical Leave Act of 1993 (FMLA), and any modified provisions and interpreted regulations for those respective statutes. Because these laws require that the employee must have worked 1,250 hours within the last 12 months, employees in the Part-Time Employee Group will typically not qualify for these leaves. However, if legally qualified, the employee may utilize accrued paid sick leave for leaves of absence that fall under the guidelines of FMLA or CFRA. This paid sick leave is in addition to any unpaid leave, which may be granted under the provisions of FMLA or CFRA. This sick leave shall be used prior to utilizing the unpaid leave provisions of applicable federal and state laws.

Section 5.05 Jury/Witness Duty

Employees in the Part-Time Employee Group shall be granted unpaid leave when duly summoned to court during their scheduled working hours for the purpose of performing jury service or serving as a witness. Any fees for the performance of such service may be retained by the employee.

Article VI. BENEFITS

Section 6.01 Insurance

Employees in the Part-Time Employee Group are not eligible for a City-paid contribution toward health, dental, vision, disability, life or other City-paid benefits.

Section 6.02 Retirement/Deferred Compensation

A. Employees in the Part-Time Employee Group shall contribute 7.5% of pay into a deferred compensation program in lieu of participation in Social Security. Employees may voluntarily make additional contributions to the deferred compensation account.

B. All employees hired after March 31, 1986 shall participate in Medicare.

C. Employees in the Part-Time Employee Group are compensated on an hourly basis and are not eligible to be enrolled in the California Public Employees Retirement System (PERS) pursuant to the City's contract with CalPERS.

Section 6.03 Uniforms

Employees in a classification shared with a full-time classification that is eligible for a uniform allowance shall be eligible for the uniform allowance after completion of 2,080 hours of service and each subsequent 2,080 hours of service. If the employee has completed 2,080 hours since the last uniform allowance was paid to the employee, the employee shall be compensated on the same date as uniform allowance for full-time regular employees. If the employee has not yet completed 2,080 hours of service since the last uniform allowance was paid, the uniform allowance will not be paid that year and will be reviewed for eligibility for payment the following year.

Section 6.04 Employee Assistance Program

The City provides an Employee Assistance Program (EAP) for all employees. Confidentiality shall be maintained in full compliance with State and Federal regulations.

Article VII. DISCIPLINARY PROCEDURE

Section 7.01 Disciplinary Procedure

Employees may be subject to discipline. Such discipline includes, but is not limited to, written reprimands, unpaid suspensions, reduction-in-step, demotion, and termination. Because employees serve at-will, discipline is final, with no pre-notification process and no appeals. The employee may prepare a response to be placed in the personnel file along with the disciplinary documentation. Such response must be submitted within 30 working days after the disciplinary notice is given to the employee.

Article VIII. COMPLAINT PROCEDURE

On occasion, an employee may have a concern regarding a departmental rule or decision. Employees are encouraged to discuss their concerns with their Supervisor, Manager, and/or Department Head. If the concern cannot be resolved within the department, the employee may also discuss the employee's concern with a representative in the Human Resources Department.

Article IX. GENERAL PROVISIONS

Section 9.01 Personnel Files

A. The official personnel files shall be located in the Human Resources Department.

B. Employees, during the City's normal business hours with reasonable notice and with release time granted by their supervisor, have the right to have access to and copies of any document in their official personnel file. Employees may be charged for the cost of duplication of any materials in the personnel file for which they request copies.

C. An employee shall be provided with a copy of any document in their official personnel file upon the employee's request. An employee shall have the right to respond in writing or verbally to any information contained in the employee's personnel file. Their response shall remain in the official personnel file along with the referenced document.

Section 9.02 Severability

If any article or section of this Profile shall be found to be in conflict with any statute or regulation of the United States or the State of California by a court of competent jurisdiction, such article or section shall be deemed null and void and of no further effect. However, such articles and sections shall be severable from the remainder of this Profile and all other provisions hereof shall continue in full force and effect.

Article X. FINAL SIGNATURE

All terms and conditions set forth in this Profile are effective until amended.

City of Ontario	
Scott Ochoa, City Manager	Date

APPENDIX A - SALARY GRADE TABLE
December 24, 2017 - Part-Time Compensation and Benefits Profile

		Approximate Salaries*	
		January 8, 2017	December 24, 2017
Classification	Step	Hourly Rate	Hourly Rate
Administrative Intern	1	$10.73	$11.00
	2	$11.24	$11.53
	3	$11.81	$12.11
	4	$12.40	$12.71
	5	$13.01	$13.34
	6	$13.67	$14.02
	7	$14.35	$14.71
	8	$15.07	$15.45
	9	$15.83	$16.23
	10	$16.61	$17.03
Instructor Guard	1	$12.23	$12.54
	2	$12.83	$13.16
	3	$13.48	$13.82
	4	$14.15	$14.51
	5	$14.85	$15.23
Library Monitor Specialist	1	$16.39	$16.80
	2	$17.21	$17.65
	3	$18.07	$18.53
	4	$18.97	$19.45
	5	$19.93	$20.43
Library Page	1	$10.73	$11.00
	2	$11.26	$11.55
	3	$11.82	$12.12
	4	$12.41	$12.73
	5	$13.02	$13.35
Lifeguard	1	$11.40	$11.69
	2	$11.96	$12.26
	3	$12.55	$12.87
	4	$13.18	$13.51
	5	$13.85	$14.20
Museum Assistant	1	$15.35	$15.74
	2	$16.12	$16.53
	3	$16.93	$17.36
	4	$17.78	$18.23
	5	$18.67	$19.14
Museum Attendant	1	$10.73	$11.00
	2	$11.26	$11.55
	3	$11.82	$12.12
	4	$12.41	$12.73
	5	$13.02	$13.35
Police Cadet	1	$13.46	$13.80
	2	$14.13	$14.49
	3	$14.83	$15.21
	4	$15.59	$15.98
	5	$16.34	$16.75
	6	$17.15	$17.58
	7	$18.02	$18.48

APPENDIX A - SALARY GRADE TABLE
December 24, 2017 - Part-Time Compensation and Benefits Profile

		Approximate Salaries*	
		January 8, 2017	December 24, 2017
Classification	**Step**	**Hourly Rate**	**Hourly Rate**
Pool Manager	1	$14.69	$15.06
	2	$15.43	$15.82
	3	$16.20	$16.61
	4	$17.01	$17.44
	5	$17.85	$18.30
Recreation Assistant	1	$10.73	$11.00
	2	$11.26	$11.55
	3	$11.82	$12.12
	4	$12.41	$12.73
	5	$13.02	$13.35
Recreation Leader	1	$11.40	$11.69
	2	$11.96	$12.26
	3	$12.55	$12.87
	4	$13.18	$13.51
	5	$13.85	$14.20
Senior Pool Manager	1	$15.99	$16.39
	2	$16.77	$17.19
	3	$17.63	$18.08
	4	$18.50	$18.97
	5	$19.43	$19.92
Senior Recreation Leader	1	$12.98	$13.31
	2	$13.63	$13.98
	3	$14.31	$14.67
	4	$15.04	$15.42
	5	$15.78	$16.18