

**RESOLUTION NO. 2012-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF LA PALMA ADOPTING SALARY,  
BENEFITS, AND THE PUBLIC AGENCY  
RETIREMENT SYSTEM FOR PART-TIME  
EMPLOYEES AND RESCINDING RESOLUTION  
NOS. 2000-38 and 2008-50**

WHEREAS, Resolution No. 2000-38 adopted salaries and benefits for persons in part-time positions; and

WHEREAS, Resolution No. 2008-50 amended the part-time salary schedule effective November 29, 2008; and

WHEREAS, the salaries and benefits of part-time employees are periodically reviewed for possible adjustment; and

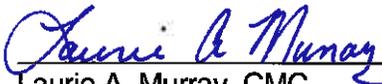
WHEREAS, Reserve Police Officers have historically been paid quarterly to correspond with their quarterly uniform allowance and it is more efficient to pay the Reserve Police Officers on the same biweekly pay schedule as all other full and part-time employees, making it necessary to update the Resolution.

NOW, THEREFORE, BE IT RESOLVED that Resolutions No. 2000-38 and 2008-50 are hereby rescinded and replaced with Resolution 2012-49, effective September 15, 2012.

APPROVED AND ADOPTED by the City Council of the City of La Palma at a regular meeting held on the 4th day of September, 2012.

  
\_\_\_\_\_  
G. Henry Charoen  
Mayor

ATTEST:

  
\_\_\_\_\_  
Laurie A. Murray, CMC  
City Clerk

STATE OF CALIFORNIA     )  
COUNTY OF ORANGE     ) SS.  
CITY OF LA PALMA     )

I, LAURIE A. MURRAY, City Clerk of the City of La Palma, California, DO HEREBY CERTIFY that the foregoing Resolution was adopted by the City Council of said City at a regular meeting of said City Council held on the 4th day of September 2012, and that it was so adopted by called vote as follows:

AYES:                   Charoen, Hwangbo, Rodriguez, Shanahan, and Waldman  
NOES:                   None  
ABSENT:                 None

  
\_\_\_\_\_  
Laurie A. Murray, CMC  
City Clerk

RESOLUTION NO. 2012

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ARTICLE I

SCOPE OF RESOLUTION

This Resolution is a composite of all agreements and all previously adopted resolutions which affect the salaries and benefits of part-time employees.

## ARTICLE II

### COVERED PERSONNEL

Employees covered by this resolution are part-time employees who work less than 1,852 hours per year. The benefits described in this document are for all identified part-time employees, unless otherwise specified or covered by other resolutions.

ARTICLE III  
COMPENSATION

Section 1. Compensation.

A. Compensation shall be determined from Attachment A consisting of a schedule of salaries, each of which includes current rates of pay.

B. All part-time employees shall be compensated on an hourly basis, except where there is a written contract or agreement which states otherwise.

Section 2. Merit Advancements.

A. The primary reason for advancement shall be meritorious performance in an employee's assigned duties. Recommended advancement shall be at the discretion of the Department Head, who will make a written proposal to the City Manager, detailing the reasons for the advancement.

B. Advancement, if granted, shall be effective on the date of the promotion.

C. All proposed advancements shall be approved by the City Manager before becoming effective.

Section 3. Overtime.

Part-time employees do not receive payment for overtime unless they are authorized to work over 40 hours in any given work week of seven consecutive days. Workweeks shall begin on Saturday at 12:01 a.m. and end on Friday at 12:00 p.m. If overtime is authorized, the employee shall be paid at the rate of one and one-half times the hourly rate in effect at the time the overtime occurs. Part-time employees are not eligible for compensatory time off.

Section 4. Special Compensation.

A. Court Subpoena. A part-time employee who is served with a subpoena to appear as a witness during regular work hours in a deposition or proceeding in a court action to which they are not a party, but are called specifically because of their employment by the City, shall receive his/her normal hourly compensation for the time actually spent while personally testifying or traveling to place of testimony, less any amount employee receives or is entitled to as witness fees or mileage reimbursement. The employee shall be responsible for demanding payment for all fees or reimbursements to which he or she is entitled.

B. Jury Duty. Any part-time employee summoned for jury duty in a court action shall receive his/her normal hourly compensation for the actual time served as required as an actual or prospective juror less the amount received or entitled to for this service. Compensation for jury duty shall only be limited to the schedule and hours the part-time employee typically works.

C. Uniform Allowance.

1. If required, Recreation and Community Services employees shall be provided a shirt and sweatshirt which shall be worn as prescribed by their supervisors. It is the employee's responsibility to maintain these uniforms.

2. Reserve Police Officers and the Parking Enforcement Officer shall be provided a uniform allowance of \$25 per month for maintenance of uniforms and equipment. Said allowance shall be paid quarterly on the same schedule as for full-time Police Officers.

Section 5. Pay Periods.

All employees shall be paid bi-weekly.

ARTICLE IV

## CONDITIONS OF EMPLOYMENT

### Section 1. Nondiscrimination.

The City of La Palma is an equal opportunity employer, and prohibits discrimination in employment as to race, age, religion, color, sex, marital status, national origin, or disability.

### Section 2. Residency.

Residency in the City of La Palma is not required as a condition of employment.

### Section 3. Probation Period.

Part-time employees do not serve a probationary period. Part-time employees may be terminated from employment at any time with or without cause by the Department Head with the approval of the City Manager, in his or her sole discretion, and in accordance with State and Federal laws.

### Section 4. Other Employment.

No part-time employee shall engage in any non-City employment which is inconsistent or incompatible with City employment. Other employment must be approved by the City Manager and, if applicable, the Department Head. Wearing of City uniforms or City-supplied clothing, while engaging in non-City employment, is prohibited.

## ARTICLE V

## LEAVE PROVISIONS

### Section 1. Maternity Leave.

A. A maternity leave of absence, without regular pay, shall be granted to a part-time employee who is pregnant.

B. An application in writing for a maternity leave shall be given to the City Manager at least three months prior to the expected date of delivery and shall state the time period desired for the leave.

C. The commencement of the leave shall be at the employee's option, but no earlier than two months prior to the expected date of delivery, unless a written statement from the doctor is provided asking that the leave begin sooner.

D. If an employee desires to return to work prior to the completion of the granted leave time period, both a one week prior written notice to the Department Head and a written certification by the employee's attending physician that the employee is physically capable to perform normal duties, are required.

E. Granted leave periods shall not exceed the time required by law without the written permission of the City Manager, in his or her sole discretion.

F. All applications and certifications specified in this section are subject to approval by the City Manager.

### Section 2. Absence Without Leave.

Any absence from work without leave or without a post-absence acceptable excuse shall, in and of itself, be sufficient grounds for termination of employment.

### Section 3. Benefit Provisions for Leaves Without Pay.

Any part-time employee on an approved leave without pay for any reason, in excess of 30 days, shall not be entitled to any City benefits which they are ordinarily entitled to during the time of the absence.

### Section 4. Job-Incurred Illness or Injury.

An employee absent as a result of job-incurred illness or injury shall be entitled to worker's compensation benefits as prescribed by State and Federal laws.

## ARTICLE VI

## RETIREMENT

A. Any part-time employee working 1,000 hours per year or more shall be enrolled in the Public Employees Retirement System, with the employee paying the employee's contribution.

B. All other part-time employees (those working less than 1,000 hours per year or hired after July 1, 1991) shall be enrolled in the Public Agency Retirement System (PARS), with the City paying the employer's contribution of 3.75% and the employee paying the employee's contribution of 3.75%.

EXHIBIT A

Effective November 29, 2008							
Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Administrative Intern	\$12.00						
Code Enforcement Officer	\$23.57	\$24.74	\$25.98	\$27.28	\$28.65	\$30.08	\$31.58
Community Development Intern	\$12.00						
Parking Control Officer	\$11.25						
Park Ranger	\$10.00						
Per Diem Dispatcher	\$26.63						
Police Services Aide	\$10.50						
Recreation Leader	\$8.00	\$8.40	\$8.82	\$9.26	\$9.72		
Recreation Specialist	\$12.14	\$12.75	\$13.38	\$14.05	\$14.76	\$15.49	\$16.27
Reserve Police Officer	\$17.62						
Senior Recreation Leader	\$9.20	\$9.66	\$10.14	\$10.65	\$11.18		