



Classification	Salary Grade		Salary Steps				
			1	2 +2.5%	3 +2.5%	4 +2.5%	5 +2.5%
Administrative Aide Engineering Aide Forest Technician Sweeper Operator	PT44	Hourly	\$17.912	\$18.360	\$18.819	\$19.289	\$19.772
Heavy Equipment Operator Vehicle Abatement Officer	PT58	Hourly	\$19.208	\$19.688	\$20.180	\$20.684	\$21.202
Accounting Technician Communications Specialist Program Specialist Spanish Translator/Interpreter	PT65	Hourly	\$19.890	\$20.387	\$20.897	\$21.419	\$21.955
Building Inspector Trainee Lead Community Ambassad Police Officer Trainee (Academy Student)	PT79	Hourly	\$21.328	\$21.862	\$22.408	\$22.968	\$23.543
Bus Driver	PT92	Hourly	\$22.757	\$23.326	\$23.909	\$24.507	\$25.120
Equity Arcata Network Coordinator	PT98	Hourly	\$23.448	\$24.035	\$24.636	\$25.251	\$25.883
Special Projects Construction Inspector	PT139	Hourly	\$28.769	\$29.488	\$30.225	\$30.981	\$31.755

Classification	Salary Grade		Salary Steps					
			1	2	3	4	5	6
Professional Expert	ProfExp	Hourly	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00
Recreation Specialist (Self-Supporting)	SelfSup	Per hour fee	\$15.500	\$17.500	\$19.500			
Sports Official	SportOff	Per Game	\$16.000	\$16.400	\$16.810	\$17.230	\$17.661	
Work Study Intern	WrkStdy	Per hour	\$15.500					

**Section 2.- DEFINITION OF PART-TIME STATUS**

Part-time personnel shall be defined as hourly employees who regularly work a minimum of 30 hours per pay period but never more than 1040 hours per year. Part-time employees who do not perform any work (including paid time off) over two consecutive pay periods or for more than 4 pay periods per fiscal year, will be separated from employment or changed to a Seasonal status, at the discretion of the Department Head.

Part-time personnel whose duties fall within a particular job classification shall be compensated at the hourly equivalent of an appropriate step in the salary range for this classification as determined by the City Manager. When it is in the best interest of the City, the City Manager may negotiate compensation rates for part-time positions involving difficult to obtain specialist skills and expected to be of limited duration.

### **Section 3. – PART-TIME SUPPLEMENTAL COMPENSATION AND BENEFITS**

#### **Retirement System**

The City contracts with the California Public Employees’ Retirement System (CalPERS) to provide an employee benefit package which includes service retirement, death, and disability benefits. Part-time, Hourly employees are excluded from CalPERS membership because the City of Arcata’s contract with CalPERS excludes Hourly Employees.

#### **Sick Leave**

- A. Earned at a rate of 4 hours per month, pro-rated.
- B. The maximum allowed accrual of sick leave shall be 240 hours. Full-time City employees resigning from full-time employment and then accepting part-time employment will be subject to the 240-hour cap if they carry over their sick leave accrual.
- C. Sick leave can be used only for hours that the part-time employee was scheduled and expected to be at work.
- D. PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees’ Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Short-Term Disability**

Short-term disability benefits shall be paid in accordance with the City of Arcata Short-Term Disability Program. The basic monthly earnings for the short-term disability benefit for part-time employees shall be the average monthly earnings for the preceding six-month period.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees’ Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Holidays**

Five (5) holidays (Christmas Day, New Year's Day, Martin Luther King Day, Fourth of July, Thanksgiving Day) paid at four hours per day if work has been performed within the week the holiday falls in.

Part-time employees of the Police Department who are requested and agree to work on any of the holidays enumerated above shall receive time and a half for all hours worked on the holiday, in addition to the four (4) hours holiday pay at straight time. To further clarify, this additional time and one-half pay is for hours worked on the actual holiday (Christmas DAY, New Year’s DAY, Martin Luther King DAY, 4<sup>th</sup> of July DAY, Thanksgiving DAY). If it is an “observed” holiday (for example Christmas DAY falls on a Saturday and the City is closed on Friday in observance of the holiday. The time and one-half pay would only apply when the employee actually works on that Saturday-Christmas DAY. If the employee works on Friday [the observed holiday], they will receive regular pay for all hours actually worked.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Free Bus Service**

Part-time employees and their immediate families shall be entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager with the approval of the City Manager.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Premium Pay**

A. Applies to the following classifications:

- Maintenance Trainee
- Forest Technician
- Hourly status of Operating Engineers classification of Maintenance Worker (Parks/Facilities/Natural Resources; Streets/Utilities)

B. Premium pay may apply under the following conditions:

1. Human Waste (shall apply to human feces) and Bodily Fluids (shall apply to blood, vomit, and used hypodermic syringe/needle). May apply when assigned to work directly with or directly pick up human waste or bodily fluids outside the collection system, treatment process, custodial work duties, or otherwise outside normal job duties.
2. Dead Animal – when assigned dead animal pick-up for animals that are not trapped or disposed of as part of an employee's normal job duties.

C. When premium pay is determined applicable, an employee shall be paid his/her regular hourly base rate, plus an additional \$12.00 per hour, for actual time performing the authorized duties and reasonable time for disinfection for performing the duties above. Actual time performing these duties shall be paid in quarter hour (.25) increments.

D. Employee shall not be assigned these duties until there is documented training and/or certification to perform the duties.

E. Final determination as to whether such activity is compensable under the intent of this Section shall be at the discretion of the Supervisor.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Quit Smoking Plan**

An employee who has been a smoker can sign up for the "Quit Smoking Plan". If employee does not smoke for twelve consecutive months from the time of sign-up and certifies that he/she has not smoked for one year at the end of twelve months, employee will receive \$200. This is a one-time benefit.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

#### **Section 4. - DEFINITION OF TEMPORARY AND SEASONAL STATUS**

**Temporary** personnel shall be defined as hourly employees who are employed for a limited time or a specific project. Employees can work unlimited hours for no more than twelve (12) months (measured forward from the first day of temporary employment). Employees will be classified as temporary only after documentation of the temporary assignment, and its expected duration, has been signed by both the department head and the employee. A break of at least 18 consecutive months is required between temporary assignments for one individual in a particular position within the same department.

**Seasonal** personnel shall be defined as hourly employees who are employed on an intermittent basis not to exceed 1040 hours per calendar year. Seasonal employees who do not perform any work for two consecutive pay periods shall be separated from employment, and can be rehired, if necessary, as long as the 1040 hour limit is not exceeded within the calendar year.

Temporary or seasonal personnel whose duties fall within a particular job classification shall be compensated at the hourly equivalent of an appropriate step in the salary range for this classification as determined by the City Manager. Recreation Specialists for self-supporting classes shall be compensated based on class fees.

#### **Section 5. – TEMPORARY AND SEASONAL SUPPLEMENTAL COMPENSATION AND BENEFITS**

##### **Retirement System**

The City contracts with the California Public Employees' Retirement System (CalPERS) to provide an employee benefit package which includes service retirement, death, and disability benefits. Temporary and Seasonal, Hourly employees are excluded from CalPERS membership because the City of Arcata's contract with CalPERS excludes Hourly Employees.

Temporary /Seasonal employees shall receive the following supplemental compensation and benefits:

##### **Sick Leave**

Temporary/Seasonal employees shall receive sick leave as defined in the City's current *Paid Sick Leave for Hourly Employees* policy, established in compliance with the California Paid Sick Leave law (The Healthy Workplaces, Healthy Families Act of 2014 [AB 1522]).

##### **Police Officer Trainee (Academy Student)**

Employees classified as Temporary Police Officer Trainee shall be covered under the medical/dental/vision plans, in the same manner as full-time employees, while attending the Police Academy.

##### **Holidays**

Five (5) holidays (Christmas Day, New Year's Day, Martin Luther King Day, Fourth of July, Thanksgiving Day) paid at four hours per day if work has been performed within the week the holiday falls in.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

##### **Free Bus Service**

Temporary/Seasonal employees shall be entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager with the approval of the City Manager.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

**Premium Pay**

- A. Applies to the following classifications:
  - Maintenance Trainee
  - Forest Technician
  - Hourly status of Operating Engineers classification of Maintenance Worker (Parks/Facilities/Natural Resources; Streets/Utilities)
  
- B. Premium pay may apply under the following conditions:
  - 1. Human Waste (shall apply to human feces) and Bodily Fluids (shall apply to blood, vomit, and used hypodermic syringe/needle). May apply when assigned to work directly with or directly pick up human waste or bodily fluids outside the collection system, treatment process, custodial work duties, or otherwise outside normal job duties.
  - 2. Dead Animal – when assigned dead animal pick-up for animals that are not trapped or disposed of as part of an employee's normal job duties.
  
- C. When premium pay is determined applicable, an employee shall be paid his/her regular hourly base rate, plus an additional \$12.00 per hour, for actual time performing the authorized duties and reasonable time for disinfection for performing the duties above. Actual time performing these duties shall be paid in quarter hour (.25) increments.
  
- D. Employee shall not be assigned these duties until there is documented training and/or certification to perform the duties.
  
- E. Final determination as to whether such activity is compensable under the intent of this Section shall be at the discretion of the Supervisor.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

**Section 6 . Effective Date**

The effective date for all Salary Grade changes (except new Salary Grade of ProfExp) due to the minimum wage increase, will be December 25, 2022.

The effective date of all other changes (including new Salary Grade of ProfExp) will be November 27, 2022.

DATED: December 21, 2022

ATTEST:

APPROVED:

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CITY CLERK, CITY OF ARCATA

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MAYOR, CITY OF ARCATA

**CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No.223-27, passed and adopted at a special meeting of the City Council of the City of Arcata, Humboldt County, California, on the 21st day of December 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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CITY CLERK, CITY OF ARCATA