

RESOLUTION NO. 15328

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESCINDING
RESOLUTION NO. 15020 AND ESTABLISHING A SALARY AND BENEFIT PLAN FOR
UNREPRESENTED TEMPORARY, SEASONAL AND RETIREE EMPLOYEES**

WHEREAS, it is the intent of the City of San Rafael to compensate Unrepresented Temporary, Seasonal and Retiree employees at a rate of pay similar to that of regular or comparable employees performing like work; and

WHEREAS, there is a need to update benefits and apply salary adjustments to the City's Unrepresented Temporary, Seasonal and Retiree classifications; and

WHEREAS, the revised salary and benefit plan would replace the salary and benefit plan previously approved by the City Council pursuant to Resolution No. 15020;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Rafael as follows:

- (1) That Resolution No. 15020 is rescinded;
- (2) That the changes made to the Unrepresented Temporary, Seasonal and Retiree Employees Salary and Benefit Plan are effective July 1, 2024;
- (3) That the Unrepresented Temporary, Seasonal and Retiree Employees Salary and Benefit Plan attached as Exhibit "A" hereto, including the Salary Schedule effective July 1, 2024, attached hereto as Exhibit "B", are adopted for the classifications identified therein;
- (4) That the Unrepresented Temporary, Seasonal and Retiree Employees covered by the foregoing Salary and Benefit Plan shall be paid on an hourly basis at the rates established in the aforementioned salary schedule, only for time actually worked.

I, Lindsay Lara, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on Monday, the 15th day of July 2024, by the following vote, to wit:

AYES: Councilmembers: Bushey, Kertz & Mayor Kate

NOES: Councilmembers: None

ABSENT: Councilmembers: Hill & Llorens Gulati



Lindsay Lara, City Clerk

UNREPRESENTED TEMPORARY, SEASONAL AND RETIREE EMPLOYEES SALARY AND BENEFIT PLAN

DEFINITION

Unrepresented Temporary, Seasonal and Retiree employees serve important roles in supporting City business. These positions perform job duties and provide city services that are outside of the regular classified services. All positions covered by this resolution are at-will and as such serve at the pleasure of the appointing authority and may be removed at any time without cause and without right of appeal. Unrepresented Temporary and Seasonal employees who wish to secure a regular position with the City must compete in the applicable recruitment and examination process for any such regular position.

Unrepresented Seasonal

Unrepresented Seasonal is defined as those employees who perform specific job responsibilities that are for a specific period of time. The period is typically for a period of four (4) months or less. Seasonal employees often work in recreation or park programs. Seasonal employees may work a maximum of 1,000 hours in a fiscal year.

Unrepresented Retiree

Unrepresented Retirees who return to fill temporary or seasonal positions may work a maximum of 960 hours per fiscal year. Once the retiree employee reaches 960 hours in a fiscal year, they shall no longer be eligible to work for the City until the next fiscal year.

Unrepresented Temporary

Unrepresented Temporary positions do not have the same title as classified City positions (those covered by a City MOU) and may not exceed 1,000 hours in a fiscal year.

The Department Director or designee has the authority to make temporary appointments provided there are sufficient funds in the department budget. Temporary appointments are typically made to meet short-term employment needs such as peak workload, illness, vacations of full-time employees, or pending the establishment of a new eligibility list.

There are four types of Temporary Appointments:

- A. **Standard Temporary Appointment:** Appointment to one of the temporary job classifications listed in this resolution for a specific purpose that is of temporary nature.
- B. **Special Appointment:** Special temporary appointments to perform work outside an existing City classification and for which no temporary job classification exists may be made under special circumstances, when the individual has a unique combination of expertise, background and skills and is needed to help the department respond to a priority work issue. City Manager approval is required.
- C. **Emergency Appointment:** Temporary appointment of an employee to prevent stoppage of public business, loss of life, or damage to persons or property, or when qualified personnel cannot be readily obtained due to emergency conditions. An employee appointed in this category need not meet the minimum qualifications of the job.

- D. **Per Diem:** Per Diem is defined as those temporary employees who are not regularly scheduled to work but serve in an as-needed capacity. Per Diem employees are typically on a list to be called when needed. Per Diem temporary appointments are made to one of the temporary classifications listed in this resolution.

SALARY, BENEFITS, WORK HOURS, AND CLASSIFICATION

Rate of Pay

It is the intent of the City of San Rafael to compensate Unrepresented Temporary, Seasonal and Retiree employees at a rate of pay similar to that of regular employees performing like work. The hourly rate is based upon the level of duties performed. The attached Unrepresented Temporary/Seasonal/Retiree Salary Schedule lists the rates of pay for each position.

Effective July 1 of each fiscal year, such Salary Schedule may be adjusted by the City Manager to a rate of pay similar to that of regular or comparable employees performing like work, provided that the City Manager has made a determination that the salary schedule adjustment will be fiscally prudent under projected budget conditions. Such compensation may also be adjusted as necessary to comply with State Minimum Wage requirements.

Benefits for Unrepresented Temporary, Seasonal and Retiree employees

Unrepresented Temporary and Seasonal, employees do not receive benefits with the exception of a retirement plan and paid sick leave. Participation in a retirement plan is mandated by Federal Law and San Rafael enrolls hourly employees in the Public Agency Retirement System (PARS). Under PARS, employees covered by this resolution contribute 3.75% of their salary to the retirement plan and the City contributes the same amount. Contributions are tax-deferred. Unrepresented Temporary and Seasonal employees are entitled to sick leave in accordance with California's Paid Sick Leave Law (AB 1522) as outlined in the City's Paid Sick Time Policy. Unrepresented Retiree employees are not eligible to participate in PARS or receive Paid Sick Leave.

Unrepresented Unrepresented Temporary, Seasonal, and Retiree employees are eligible for statutory bereavement leave if they have been employed for at least thirty (30) days before the leave commences. Up to five (5) days of bereavement leave may be taken for the death of a family member, which means a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. The bereavement leave must be completed within three (3) months of the date of death, but need not be taken consecutively. Employees with accrued sick leave may use that time for bereavement leave. The above bereavement clause shall also apply in the event of a reproductive loss for an employee. The City agrees to maintain employee confidentiality related to the reproductive loss leave.

Limitation on Annual Hours Worked

Unrepresented Temporary and Seasonal employees covered by this resolution may not work more than 1,000 hours in a fiscal year, unless they work in Police or Fire in a position that is staffed 24 hours per day. Employees in these positions (dispatch and police records) may work up to 1,250 hours in a calendar year.

Unrepresented Retirees under the 1937 Retirement Act working in any positions may not exceed the 960 hours per fiscal year limit.

Work Week and Overtime

Unrepresented Temporary, Seasonal and Retiree employees are eligible to receive overtime pay in accordance with the Fair Labor Standards Act (FLSA). Overtime is paid when the employee works in excess of 40 hours per week. The work week period is defined as Sunday at 12:01am to the following Saturday at 11:59pm.

Classification

Following is a list of the positions covered by this resolution. Department Directors may appoint from one of these positions at any point in the salary range based on the qualifications of the person filling the Unrepresented Temporary, Seasonal or Retiree position.

Unrepresented Temporary/Seasonal/Retiree Job Descriptions

Administrative Specialist

Provides responsible work on complex administrative assignments. Performs more complex accounting tasks with more independence and prepares financial and statistical reports with a minimum of supervision. Researches and compiles a variety of informational materials, types drafts and finished documents including confidential materials, brief instructions, or written materials. Organizes and maintains files and records, schedules appointments, and arranges for facilities and supplies. Five years of responsible secretarial or office administrative experience is typically required.

Child Care Aide

Works with the children in the childcare program to carry out the day-to-day activities of the pre-school or elementary childcare programs. Responsible for assisting in planning and scheduling activities. Prior experience working with children in recreation, education or similar setting is preferred.

Child Care Specialist

Under general direction, this classification works with child care staff to plan and implement curriculum and instructional activities and ensure a safe environment for participants. Employees in this classification rely on experience and judgment to ensure the efficient and effective functioning of the childcare program. High School Diploma or GED and twelve (12) college units in recreation, education, or related field; BA preferred. One (1) year working with youth in a group setting preferred.

Dispatcher Temp

Operates emergency dispatching equipment to communicate with the public and Department personnel for the purpose of receiving, interpreting, and transmitting information essential to the delivery of emergency police services. Responsibilities include operation of Department telephone and radio communication equipment to receive and transmit information essential to the delivery of emergency police services, maintenance of radio logs and other related records, assisting in preparing, checking and indexing reports, operating personal computers and related software, providing information to the public, and related duties as required.

Events Specialist

Assists in set up, delivery, and breakdown of sound equipment, stages, band equipment, lighting, tents, generators and display equipment. Provides guest services such as making announcements, operating soundboards, and lighting equipment. May supervise maintenance crews and security at events. Special Events Assistants work independently and must be able to manage multiple tasks at a time to trouble-shoot and to make sound decisions. Requires the ability to move heavy equipment

Facilities Attendant

Under general direction of the Recreation Program Coordinator or Recreation Supervisor, this position is responsible for supervision of a Community Center during assigned work hours. Job duties includes the supervision of front counter/reception area, managing daily registration process, set-up and breakdown of equipment for scheduled activities, custodial and cleaning including but not limited to emptying trash, vacuuming, cleaning windows, cleaning restrooms, etc. Opening and securing facility before and after building use and interacting with instructors, clients and general public. Bilingual in Spanish and/or Vietnamese preferred.

Head Lifeguard

Under general supervision of the Pool Manager, Recreation Program Coordinator or Recreation Supervisor, the Head Lifeguard is responsible for pool safety, assisting with staff training and scheduling, staff supervision, daily administrative duties, sanitation and public relations of the pool facility. The Head Lifeguard is in charge of the pool in the absence of the Pool Manager, Recreation Program Coordinator or Recreation Supervisor. A minimum of two years pool guarding experience, current certifications as required for the position including, lifeguard training, CPR for the Professional Rescuer and A.E.D. training. Water Safety Instruction certification is desirable. Knowledge of: Aquatic facility safety principals and injury prevention strategies.

Intern

These positions provide work-experience to students who are interested in gaining entry-level experience in a profession of interest. Interns perform support tasks including research, surveys, data collection, drafting reports, and other related administrative tasks.

Library Page

Shelves incoming material maintains the shelves in order and assists library staff as needed. This is an entry-level position.

Lifeguard

Responsible for the enforcement of all rules and regulations pertaining to the safety and wellbeing of pool users and patrons. Responsibilities include maintaining health and safety standards, performing, emergency rescue techniques and rendering first aid to the injured, performing routine maintenance and custodial duties. Incumbent must possess a current Lifeguard Certification which includes CPR for the Professional Rescuer, First Aid and Automated External Defibrillator.

Maintenance Temp

Performs a variety of manual and semi-skilled tasks involved in the maintenance, improvement and operation of the City's sewage pumping stations and gravity sewer lines, and/or construction, repair, maintenance, and cleaning of streets, sidewalks, other concrete structures, storm drainage or related Public Works facilities.

Office Aide

Answers phones, prepares letters and reports, keeps schedules up-to-date, processes mail, performs payroll related functions, and other miscellaneous duties. Performs routine basic accounting duties including maintenance of journal vouchers, accounting records, subsidiary and general ledger entries, fixed asset record documentation, payroll timekeeping, accounts and grants receivables, audit preparation; financial, budgeting and statistical reports.

Officer Temp

Performs routine police reporting duties, including crime scene investigation, maintains training records, manages training schedules and reservations, assists the COPPs manager, maintains regulatory alarm permit program, prepares statistical information through the PD records management system, participates in guest speaking engagements, maintains a fair booth at the Marin County fair, and assists with crime prevention programs. Maintains files for all regulatory services within the purview of the police department, including alarm permits, concealed weapon permits, etc. Conducts background checks on body workers and fingerprints job applicants.

Paraprofessional Temp

A paraprofessional temp is trained in or knowledgeable of a specific field and is qualified to provide assistance to the work of a professional.

Parking Aide

This position provides general service and information to the public, and is responsible for the upkeep, presentation, and general operations of all City parking areas. Duties include assisting the public at all City parking locations, providing general information about the City of San Rafael, and specific information about rates, locations, and various programs. Operates all parking equipment and collects parking fees and provides change to customers, maintains records of transactions and parking activities, prepares cash deposits and delivers to designated drop areas, and may include basic parking enforcement duties of a limited nature.

Pool Cashier

Under general supervision, Pool Cashier are responsible for receiving and processing daily pool admissions, season passes, operating the cash register and maintaining security and accuracy of funds. Essential and important duties include: answering phones and handling customer service, ensuring customer sign in and checking identification, creating and maintaining good working relations with the public and staff, handling financial transactions at the pool including but not limited to class registration, season pass purchases, daily admission and swim diaper sales, ensuring accuracy of daily attendance and financial transactions, and assisting in an emergency and rendering first aid. Must have a certificate in American Red Cross CPR for the Professional Rescuer, First Aid and Automated External Defibrillator.

Pool Manager

Under the general supervision of the Recreation Program Coordinator or Recreation Supervisor, the Pool Manager is responsible for the organization and supervision of the City's aquatics program. Duties include the development and management of group and private swim lesson programs, managing pool schedules, developing staff training and curriculum, leading staff trainings and working directly with course instructors, pool party users and outside user groups.

Provides direction and motivation to part time staff. This position receives direction from the Recreation Supervisor.

Records Temp

Performs routine duties of Records Specialist including answering phones, entering calls for service into CAD, assisting customers at public counter, processing all forms of police records and reports.

Recreation Leader

Maintains a safe and enjoyable environment for recreation program participants. Responsibilities include planning, conducting and supervising activities such as organized games, group singing, art projects, field trips, and other activities for participants in a recreational/park setting.

Recreation Specialist

Under the supervision of a Recreation Program Coordinator or Recreation Supervisor, provides leadership and functional supervision to a recreation program, activity or service; directs and/or leads the activities of a program, activity or service; organizes and implements program elements and oversees participants, and performs related work as required. This is a higher-level position as distinguished from the Recreation Leader utilized in the Library and Recreation Department. This class is distinguished from the entry-level Recreation Leader by responsibility for on-site coordination of a specific program area. One (1) year of work experience in parks, recreation or related field required.

Substitute Librarian

Performs professional-level library public service work, including answering reference questions, providing readers' advisory, providing technical assistance, and presenting programs.

Substitute Library Assistant

Check's material in and out, answers simple questions, creates new patron accounts, and performs circulation tasks as needed.

Swim Instructor

Under general supervision, is responsible for the instruction of swim lesson programs. Swim Instructors must be able to demonstrate skills for class taught and must ensure the safety of all swimmers in their class. Swim Instructors may be assigned to teach group or private lessons for children 6 months through adults. Instructors are required to assist as needed in an emergency at the pool. Must possess current Lifeguard Certification which includes CPR for the Professional Rescuer, First Aid and Automated External Defibrillator. American Red Cross Water Safety Instructor highly desirable.

**Temporary / Seasonal / Retiree
Salary Schedule
Effective July 1, 2024**

Grade	Job Title	A	B	C	D	E	F	G	H	I	J
9916	<i>Administrative Specialist</i>	\$ 29.04	\$ 30.49	\$ 32.02	\$ 33.62	\$ 35.30	\$ 37.06	\$ 38.92	\$ 40.86	\$ 42.91	\$ 45.05
9903	<i>Child Care Aide</i>	\$ 16.00	\$ 16.80	\$ 17.64	\$ 18.52	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.51	\$ 23.64	\$ 24.82
9937	<i>Child Care Specialist</i>	\$ 21.50	\$ 22.58	\$ 23.70	\$ 24.89	\$ 26.13	\$ 27.44	\$ 28.81	\$ 30.25	\$ 31.77	\$ 33.35
9904	<i>Clerical Temp</i>	\$ 16.00	\$ 16.27	\$ 16.54	\$ 17.37	\$ 18.24	\$ 19.15	\$ 20.10	\$ 21.11	\$ 22.17	\$ 23.27
9935	<i>Dispatcher Temp</i>	\$ 30.46	\$ 31.99	\$ 33.59	\$ 35.27	\$ 37.03	\$ 38.88	\$ 40.82	\$ 42.87	\$ 45.01	\$ 47.26
9921	<i>Events Specialist</i>	\$ 16.00	\$ 16.70	\$ 17.54	\$ 18.41	\$ 19.33	\$ 20.30	\$ 21.31	\$ 22.38	\$ 23.50	\$ 24.67
9922	<i>Facilities Attendant</i>	\$ 23.42	\$ 24.59	\$ 25.82	\$ 27.11	\$ 28.47	\$ 29.89	\$ 31.39	\$ 32.95	\$ 34.60	\$ 36.33
9918	<i>Head Lifeguard</i>	\$ 19.25	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.40	\$ 24.57	\$ 25.80	\$ 27.09	\$ 28.44	\$ 29.86
9923	<i>Intern</i>	\$ 16.00	\$ 16.27	\$ 16.54	\$ 17.37	\$ 18.24	\$ 19.15	\$ 20.10	\$ 21.11	\$ 22.17	\$ 23.27
9932	<i>Library Page</i>	\$ 16.00	\$ 16.80	\$ 17.64	\$ 18.52	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.51	\$ 23.64	\$ 24.82
9902	<i>Lifeguard</i>	\$ 17.00	\$ 17.85	\$ 18.74	\$ 19.68	\$ 20.66	\$ 21.70	\$ 22.78	\$ 23.92	\$ 25.12	\$ 26.37
9907	<i>Maintenance Temp</i>	\$ 25.83	\$ 27.12	\$ 28.48	\$ 29.90	\$ 31.40	\$ 32.97	\$ 34.62	\$ 36.35	\$ 38.17	\$ 40.07
9924	<i>Office Aide</i>	\$ 24.46	\$ 25.68	\$ 26.97	\$ 28.31	\$ 29.73	\$ 31.22	\$ 32.78	\$ 34.42	\$ 36.14	\$ 37.94
9928	<i>Officer Temp</i>	\$ 26.50	\$ 27.83	\$ 29.22	\$ 30.68	\$ 32.21	\$ 33.82	\$ 35.51	\$ 37.29	\$ 39.15	\$ 41.11
9908	<i>Paraprofessional Temp</i>	\$ 21.20	\$ 22.26	\$ 23.37	\$ 24.54	\$ 25.77	\$ 27.06	\$ 28.41	\$ 29.83	\$ 31.32	\$ 32.89
9925	<i>Parking Aide</i>	\$ 16.00	\$ 16.27	\$ 16.54	\$ 17.37	\$ 18.24	\$ 19.15	\$ 20.10	\$ 21.11	\$ 22.17	\$ 23.27
9929	<i>Pool Cashier</i>	\$ 16.00	\$ 16.27	\$ 16.54	\$ 17.37	\$ 18.24	\$ 19.15	\$ 20.10	\$ 21.11	\$ 22.17	\$ 23.27
9930	<i>Pool Manager</i>	\$ 21.20	\$ 22.26	\$ 23.37	\$ 24.54	\$ 25.77	\$ 27.06	\$ 28.41	\$ 29.83	\$ 31.32	\$ 32.89
9926	<i>Records Temp</i>	\$ 26.60	\$ 27.93	\$ 29.32	\$ 30.79	\$ 32.33	\$ 33.95	\$ 35.64	\$ 37.43	\$ 39.30	\$ 41.26
9910	<i>Recreation Leader</i>	\$ 16.00	\$ 16.80	\$ 17.64	\$ 18.52	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.51	\$ 23.64	\$ 24.82
9911	<i>Recreation Specialist</i>	\$ 22.00	\$ 23.10	\$ 24.26	\$ 25.47	\$ 26.74	\$ 28.08	\$ 29.48	\$ 30.96	\$ 32.50	\$ 34.13
9933	<i>Substitute Librarian</i>	\$ 33.28	\$ 34.94	\$ 36.69	\$ 38.53	\$ 40.45	\$ 42.47	\$ 44.60	\$ 46.83	\$ 49.17	\$ 51.63
9931	<i>Substitute Library Assistant</i>	\$ 23.50	\$ 24.68	\$ 25.91	\$ 27.20	\$ 28.56	\$ 29.99	\$ 31.49	\$ 33.07	\$ 34.72	\$ 36.46
9934	<i>Swim Instructor</i>	\$ 17.50	\$ 18.38	\$ 19.29	\$ 20.26	\$ 21.27	\$ 22.33	\$ 23.45	\$ 24.62	\$ 25.86	\$ 27.15