

RESOLUTION NO. 15329

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL ESTABLISHING A SALARY AND BENEFIT PLAN FOR UNREPRESENTED NON-EXEMPT FIXED-TERM EMPLOYEES

WHEREAS, it is the intent of the City of San Rafael to compensate Unrepresented Non-Exempt Fixed-Term 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 Non-Exempt Fixed-Term classifications; and adopt a Unrepresented Non-Exempt Fixed-Term Employees Salary and Benefit Plan; and

WHEREAS, the revised salary and benefit plan would replace the salary and benefits 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- (1) That Resolution No. 15020 is rescinded;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 salary and benefit information reflected in the Unrepresented Non-Exempt Fixed-Term Employee Salary and Benefit Plan are effective July 1, 2024;
- (3) That the Unrepresented Non-Exempt Fixed-Term 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 Non-Exempt Fixed-Term 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; and
- (5) The City Manager is hereby authorized to enter into employment agreements in accordance with the Unrepresented Non-Exempt Fixed-Term Employees Salary and Benefit Plan.

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 NON-EXEMPT FIXED-TERM EMPLOYEES

SALARY AND BENEFIT PLAN

DEFINITION

Unrepresented Non-Exempt Fixed-Term 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 Non-Exempt Fixed-Term 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 Non-Exempt Fixed-Term

Unrepresented Non-Exempt Fixed-Term is an appointment of an employee to an allocated and fixed-term appointment that will be needed for longer than six months and with an expected end date. Unrepresented Non-Exempt Fixed-Term positions are established due to limits on grant funding or other known limits to the position's duration and are not subject to the 1,000 hour per year limit on working hours. Employees appointed to Unrepresented Non-Exempt Fixed-Term appointments must accept the position with the understanding that continued appointment is contingent upon grant funds and job performance. Unrepresented Non-Exempt Fixed-Term appointments may be made for up to a three-year period and may be extended by approval of the City Manager.

SALARY, BENEFITS, WORK HOURS, AND CLASSIFICATION

Rate of Pay

It is the intent of the City of San Rafael to compensate Unrepresented Non-Exempt Fixed-Term 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 Non-Exempt Fixed-Term 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 Non-Exempt Fixed-Term employees

Unrepresented Non-exempt Fixed-Term employees participate in the PARS retirement plan and receive the following basic benefits package (prorated for part-time): health and dental insurance up to a maximum of \$950.00 per month, twelve (12) days of paid sick leave per year, ten (10) vacation days per year, twelve (12) City holidays, and one (1) floating holiday. An Unrepresented Non-Exempt Fixed-Term employee may accrue a maximum of 200 hours of vacation. Upon termination, any unused accrued vacation leave will be paid out to the employee.

Additional Leave Benefits

Bereavement Leave

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 leave balances 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.

Work Week and Overtime

Unrepresented Non-Exempt Fixed-Term 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. The work week for full-time Unrepresented Non-Exempt Fixed-Term positions is thirty-seven and one-half (37.5) hours. For full-time Unrepresented Non-Exempt Fixed-Term positions in the Police department, the work week is forty (40) hours.

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 Non-Exempt Fixed-Term position.

Unrepresented Non-Exempt Fixed-Term Job Descriptions

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.

Police Cadet

Provides general information and referral assistance to the public in person or on the telephone. Performs routine data entry and filing duties. General supervision is provided by the Police Sergeant. Responsibilities may include training of newly hired personnel in the same classification. This is an entry level police civilian classification and performs all duties required to effectively support police services.

Professional Temp

Performs job duties that require a form of specialization which typically requires a Bachelor's degree or equivalent work experience. Appointments to professional temp positions are typically made to mid-management level positions. They require some degree of a specialized profession and job knowledge.

Technical Professional Temp

Performs advanced professional work. Performs a variety of management and complex functions that require a high level of expertise in the field of need. May provide supervision to professional and support staff members. Conducts research and analysis. Works with stakeholders, architects, engineers, and/or contractors to assure the authorized projects are accomplished in accordance with approved regulations, policies and procedures and may act as liaison between the City and those groups.

Non-Exempt Fixed-Term
Salary Schedule
Effective July 1, 2024

Grade	Job Title	A	B	C	D	E	F	G	H	I	J
9937	Child Care Specialist	\$ 21.50	\$ 22.58	\$ 23.70	\$ 24.89	\$ 26.13	\$ 27.44	\$ 28.81	\$ 30.25	\$ 31.77	\$ 33.35
9939	Police Cadet	\$ 19.25	\$ 19.56	\$ 19.87	\$ 20.19	\$ 20.51	\$ 20.84	\$ 21.18	\$ 21.51	\$ 21.86	\$ 22.21
9909	Professional Temp	\$ 31.80	\$ 33.39	\$ 35.06	\$ 36.81	\$ 38.65	\$ 40.59	\$ 42.62	\$ 44.75	\$ 46.98	\$ 49.33
9938	Technical Prof Temp	\$ 45.00	\$ 47.25	\$ 49.61	\$ 52.09	\$ 54.70	\$ 57.43	\$ 60.30	\$ 63.32	\$ 66.49	\$ 69.81