



CITY OF DIXON

**COMPENSATION PLAN FOR
TEMPORARY/SEASONAL EMPLOYEES**

Adopted by Resolution No. 19-226

December 17, 2019

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GENERAL

Section 1 **Term of Plan**

This compensation plan shall be effective until the City Council acts to approve a new or amended plan thereafter.

Section 2 **Application**

This compensation plan applies to employees of the City of Dixon ("City"), who are employed in job classifications listed below as well as any class, who is hired in a temporary capacity and who are not represented by any recognized bargaining unit ("Employee").

Temporary/Seasonal

Pool Manager
Assistant Pool Manager
Audio Video Technician
Computer Support Technician
Departmental Intern
Facility Attendant
Lifeguard/Swim Instructor I
Lifeguard/Swim Instructor II
Senior Lifeguard/Swim Instructor
Police Recruit
Recreation Specialist I
Recreation Specialist II
Senior Recreation Specialist
Student Worker

Section 3 **Flexible Staffing for Temporary/Seasonal Employees**

Flexible staffing provides a process for City Temporary/Seasonal employees to advance to higher level classifications within the same classification series without the need for a classification study or a competitive exam process.

Criteria

Select positions within this plan may be designated as flexibly staffed positions by the City Manager. These positions are allocated to job classifications in which the level of experience and the degree of responsibility, rather than the type of duties assigned, are the primary differences between the different levels, (e.g., entry level, journey level, advanced journey level). All flexibly staffed classifications shall be so designated in the class specification. A Temporary/Seasonal employee in a flexibly staffed position may be considered for flexible staffing to the higher level classification if all of the following conditions exist:

- a) the employee is allocated to a position which has been designated as flexibly staffed;
- b) the employee's position is assigned to a classification which is designated as a flexibly staffed classification;
- c) the employee meets all of the education and experience requirements for the higher flexibly staffed classification;
- d) the employee has demonstrated competency in performing a range of duties in the higher classification;
- e) the employee's overall job performance is consistently above standard, as detailed in recent performance evaluations.
- f) that there are funds available for the higher classification.

Process

The following steps are necessary to process the flexible staffing of a Temporary/Seasonal employee:

- a) When an employee meets all of the conditions outlined above, the Manager or designee may request appointment of the Temporary/Seasonal employee to the higher flexibly staffed classification. The request must be in writing and state that the employee meets the conditions necessary for appointment to the higher classification.
- b) The Manager or designee's written request and the most recent performance evaluation are forwarded to the Department Head for review and approval. Upon approval, the Department Head forwards documents to Human Resources. The documents are reviewed to verify that the employee meets the qualifications for the higher flexibly staffed classification.
- d) If the request is approved by the Department Head, a Personnel Action Form is completed in order to effect the employee's appointment to the higher flexibly staffed classification.
- e) The effective date of the appointment is at Department Head's discretion based on budget considerations.

COMPENSATION

Section 4 Salary

The baseline schedules (attached hereto as Appendix A) will remain in effect until such time they are amended at a future date.

Police Recruit hourly rate is benchmarked to be below the Police Officer position by 10%.

Section 5 Mileage Reimbursement

Due to the City's limited fleet of automobiles, and the possibility that selected positions may use their personal vehicles for City business, Employee is entitled to mileage reimbursement at the rate established by the Federal Government, IRS, and Dixon Resolution 99-088 for any required use of their personal vehicles for City business. Prior to use of personal vehicle for City business, proof of appropriate auto insurance must be on file with the Human Resources.

Section 6 Public Agency Retirement System ("PARS") replacement to Social Security

The PARS Alternate Retirement System 457 Plan ("PARS ARS") is an alternative retirement plan to Social Security for part-time, seasonal, and temporary employees which was adopted by City Council Resolution 10-161 on September 14, 2010.

All employees who are NOT eligible to participate in the Public Employees' Retirement System ("CalPERS") will be enrolled in the PARS ARS plan effective January 1, 2011.

A Notice of Exclusion from CalPERS Membership form will be completed upon hire.

BENEFITS

Section 7 Holidays

Fixed Holidays

The City observes eleven (11) fixed date holidays as follows:

January 1	New Years Day
3 rd Monday in January	Martin Luther King's Birthday
3 rd Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
1 st Monday in Sept.	Labor Day
November 11	Veterans Day
4 th Thursday in Nov.	Thanksgiving Day
4 th Friday in Nov.	Day after Thanksgiving Day
December 24	Day before Christmas
December 25	Christmas Day

When a holiday falls on a Sunday, the following Monday is observed. When a holiday falls on a Saturday, the preceding Friday is observed.

Temporary/Seasonal employees may be expected to work on fixed holidays. Temporary/Seasonal employees who work on a City Holiday will earn one and one half (1 ½) times their base hourly salary.

Section 8 Sick Leave

The City recognizes its responsibility to provide paid sick leave to eligible temporary/seasonal employees as described in the City's Paid Sick Leave policy. The City's Paid Sick Leave policy is attached hereto as Appendix B.

Section 9 Health Insurance

The City recognizes its responsibility to comply with the Affordable Care Act for eligible temporary/seasonal employees as described in the City's Affordable Care Act Compliance policy, attached hereto as Appendix C.

Section 10 457 Deferred Compensations Plans

Employees can voluntarily participate in the 457 Deferred Compensation Plans offered through the City. The money is invested in a tax sheltered investment program of Employee's choice. The amount that is deferred is tax free, and so is the interest that it earns. The investment is payable when the employee terminates employment or

retires. The money becomes taxable when it is actually received. The City does not provide any matching funds for this plan.

Section 11 Spanish Language Incentive

Individuals who apply for and are certified by the City to possess appropriate Spanish language skills shall receive a differential of one hundred dollars (\$100) per month. Certification or re-certification of bilingual skills may be required as deemed appropriate and necessary. Certification shall be at the City's discretion and expense.

TESTING

Section 11 Controlled Substance and Breath Alcohol Testing

The purpose of random Controlled Substance Testing and Breath Alcohol Testing is to assure worker fitness for duty and to protect City employees and the public from risks posed by the use of alcohol and controlled substances.

As a result, all temporary/seasonal employees are subject to randomly selected, unannounced controlled substance testing and breath alcohol testing effective June 1, 2011. Any temporary/seasonal employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty and be immediately terminated. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

If an Employee has a confirmed positive controlled substance or alcohol test, he or she will be terminated from his or her position.

Please refer to City of Dixon Substance Abuse Policy for details.

Appendix A

Effective December 22, 2019			
Class	Step A	Step B	Step C
Department Intern	\$ 13.00	\$ 13.65	\$ 14.33
Student Worker	\$ 13.00	\$ 13.65	\$ 14.33
Facility Attendant	\$ 13.00	\$ 13.65	\$ 14.33
Recreation Specialist I	\$ 13.00	\$ 13.65	\$ 14.33
Recreation Specialist II	\$ 13.65	\$ 14.33	\$ 15.05
Senior Recreation Specialist	\$ 14.33	\$ 15.05	\$ 15.80
Lifeguard/Swim Instructor I	\$ 13.00	\$ 13.65	\$ 14.33
Lifeguard/Swim Instructor II	\$ 13.65	\$ 14.33	\$ 15.05
Senior Lifeguard/Swim Instructor	\$ 14.33	\$ 15.05	\$ 15.80
Audio Video Technician	\$ 18.00	\$ 18.90	\$ 19.85
Pool Manager	\$ 17.34	\$ 18.21	\$ 19.12
Assistant Pool Manager	\$ 15.77	\$ 16.55	\$ 17.38
Police Recruit	\$ 30.62		

Effective the first day of the last pay period in December of 2020			
Class	Step A	Step B	Step C
Department Intern	\$ 14.00	\$ 14.70	\$ 15.44
Student Worker	\$ 14.00	\$ 14.70	\$ 15.44
Facility Attendant	\$ 14.00	\$ 14.70	\$ 15.44
Recreation Specialist I	\$ 14.00	\$ 14.70	\$ 15.44
Recreation Specialist II	\$ 14.70	\$ 15.44	\$ 16.21
Senior Recreation Specialist	\$ 15.44	\$ 16.21	\$ 17.02
Lifeguard/Swim Instructor I	\$ 14.00	\$ 14.70	\$ 15.44
Lifeguard/Swim Instructor II	\$ 14.70	\$ 15.44	\$ 16.21
Senior Lifeguard/Swim Instructor	\$ 15.44	\$ 16.21	\$ 17.02
Audio Video Technician	\$ 18.72	\$ 19.66	\$ 20.64
Pool Manager	\$ 18.68	\$ 19.61	\$ 20.59
Assistant Pool Manager	\$ 16.98	\$ 17.83	\$ 18.72
Police Recruit	\$ 32.15		

Effective the first day of the last pay period in December of 2021			
Class	Step A	Step B	Step C
Department Intern	\$ 15.00	\$ 15.75	\$ 16.54
Student Worker	\$ 15.00	\$ 15.75	\$ 16.54
Facility Attendant	\$ 15.00	\$ 15.75	\$ 16.54
Recreation Specialist I	\$ 15.00	\$ 15.75	\$ 16.54
Recreation Specialist II	\$ 15.75	\$ 16.54	\$ 17.36
Senior Recreation Specialist	\$ 16.54	\$ 17.36	\$ 18.23
Lifeguard/Swim Instructor I	\$ 15.00	\$ 15.75	\$ 16.54
Lifeguard/Swim Instructor II	\$ 15.75	\$ 16.54	\$ 17.36
Senior Lifeguard/Swim Instructor	\$ 16.54	\$ 17.36	\$ 18.23
Audio Video Technician	\$ 19.47	\$ 20.44	\$ 21.46
Pool Manager	\$ 19.10	\$ 20.06	\$ 21.06
Assistant Pool Manager	\$ 18.19	\$ 19.10	\$ 20.06