RESOLUTION NO. 267-14

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA AMENDING THE CLASS AND PAY RESOLUTION

COMPENSATION & BENEFITS FOR HOURLY RATED PART-TIME, TEMPORARY, AND SEASONAL PERSONNEL

BE IT RESOLVED by the City Council of the City of Arcata that hourly rated part-time, temporary, and seasonal employees in the listed classifications shall be compensated as follows. This resolution supersedes Resolution No. 256-13.

Section 1. – SALARY SCHEDULE

Classification	Salary Grade		Salary Steps					
			1	2 +2.5%	3 +2.5%	4 +2.5%	5 +2.5%	
Gymnastics Assistant Recreation Leader	PT15	Hourly	$17.400	$17.835	$18.281	$18.738	$19.206	
Drafting Aide Video Aide	PT19	Hourly	$17.751	$18.194	$18.649	$19.115	$19.593	
Gymnastics Instructor Recreation Specialist	PT20	Hourly	$17.839	$18.285	$18.742	$19.211	$19.691	
Sports Official (Youth Sports) Water Meter Reader	PT22	Hourly	$18.018	$18.469	$18.930	$19.404	$19.889	
Office Assistant Student Intern	PT26	Hourly	$18.381	$18.841	$19.312	$19.795	$20.290	
Community Service Officer Maintenance Trainee Parking Enforcement Officer	PT28	Hourly	$18.566	$19.030	$19.505	$19.993	$20.493	
Cashier/Finance Aide Environmental Programs Aide Recreation Program Supervisor	PT31	Hourly	$18.845	$19.317	$19.799	$20.294	$20.802	
Assistant Recreation Supervisor Community Ambassador GIS Technician Operator-In-Training Apprentice-Water/Wastewater	PT41	Hourly	$19.809	$20.304	$20.812	$21.332	$21.866	
Administrative Aide Engineering Aide Forest Technician Street Sweeper Operator	PT44	Hourly	$20.108	$20.611	$21.126	$21.654	$22.195	
Heavy Equipment Operator Vehicle Abatement Officer	PT58	Hourly	$21.562	$22.101	$22.654	$23.220	$23.800	

Classification	Salary Grade		Salary Steps					
			1	2 +2.5%	3 +2.5%	4 +2.5%	5 +2.5%	
Accounting Technician Communications Specialist Program Specialist Spanish Translator/Interpreter	PT65	Hourly	$22.328	$22.886	$23.458	$24.045	$24.646	
Building Inspector/Code - Compliance Assistant Lead Community Ambassador Police Officer Trainee - (Academy Student)	PT79	Hourly	$23.943	$24.541	$25.155	$25.784	$26.429	
Program Analyst Equity Arcata Network - Coordinator	PT98	Hourly	$26.323	$26.981	$27.655	$28.347	$29.055	
Special Projects - Construction Inspector Program Coordinator	PT142	Hourly	$32.782	$33.602	$34.442	$35.303	$36.185	

Classification	Salary Grade		Salary Steps					
			1	2	3	4	5	6
Professional Expert	ProExp	Hourly	$50.00	$60.00	$70.00	$80.00	$90.00	$100.00

Section 2. - DEFINITION OF PART-TIME, TEMPORARY AND SEASONAL STATUS

PART-TIME:

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 fiscal 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.

TEMPORARY:

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:

Seasonal personnel shall be defined as hourly employees who are employed on an intermittent basis not to exceed 1040 hours per fiscal 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 fiscal year.

HOURLY EMPLOYEES:
Hourly employees terminology in this resolution includes part-time, temporary, and seasonal employees.

Section 3. – WORK PERIOD/WORK WEEK

3.1 Definitions

1. Work Period/Work Week – The work period shall begin at 12:00am Sunday and end at 11:59pm on Saturday. The employee's regular work period shall consist of no more than forty (40) working hours during a seven (7) day period.

2. Schedule – Hourly employees will work a set schedule as defined by their immediate supervisor which may include nights, weekends, and holidays.

3. Rest Period - A 15-minute compensated rest period will be provided to all overtime-eligible employees for each four-hour period of service. The rest period shall be taken at a time designated by the employee's supervisor. Rest periods may not be combined to shorten the workday or to extend the meal period.

4. Non-Paid Lunch Period - A 60-minute non-compensated meal period will be provided to all hourly employees who work at least an eight-hour work day. A 30-minute non-compensated meal period will be provided to all Hourly employees who work more than five (5) hours, but less than eight (8) hours during the workday. Hourly employees are responsible for taking their meal period at a time designated by their supervisor.

5. Overtime – On a rare occasion and with pre-approval by their supervisor, Hourly Part-time, Temporary, and Seasonal employees may be required to work overtime. Hourly Part-time, Temporary, and Seasonal employees are considered non-exempt employees under FLSA and overtime eligible. As situations warrant, they shall be eligible for overtime, per FLSA guidelines, after 40 working hours in a work week. Payment for overtime will be in pay and not compensatory time off. Hourly recreation staff are not eligible for overtime under FLSA overtime exemption for recreation employees [29 C.F.R. 213 (a)(3)].

Section 4. – SUPPLEMENTAL COMPENSATION AND BENEFITS

4.1 Salary

1. Salary Placement Upon Hire:
   Part-time, Temporary, and 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 the classification. The first step of the pay range will generally apply upon original hire. However, when experience, education or special circumstances warrant, the Department Head may authorize an original appointment up to the third step. Original appointment above the third step must be authorized by the Human Resources/Administrative Services Director.

2. Step Increases After Initial Hire:
   A. All Hourly employees may, with Department Director (or designee) approval, receive a step increase to the next step in the employee's salary grade after at least six (6) months of employment or reemployment; and then annually from that date thereafter until reaching the top step in the salary grade.

B. Upon demonstration of exceptional performance of duties, the Department Director may grant an employee an extra step increase. An employee must be employed or reemployed at least six (6) months to receive an extra step increase.

4.2 Retirement

1. 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. Hourly rated (Part-time, Temporary, Seasonal) employees are excluded from CalPERS membership because the City of Arcata's contract with CalPERS excludes Hourly employees.

4.3 California Paid Sick Leave Policy *(with adoption of Resolution No. 234-23, this policy section supersedes Resolution No. 156-05)*

1. Eligibility:
   A. New hires shall receive 40 hours of paid sick leave and will be eligible to begin using paid sick leave after 90 calendar days of employment.

   B. Upon meeting the initial eligibility requirements in 3.3.1(A), employees shall receive 40 hours of paid sick leave at the beginning of each fiscal year. No unused sick leave balance shall be carried over to the following fiscal year.

   C. If an employee separates from employment and is rehired within one year from the date of separation, previous unused paid sick leave hours shall be reinstated to the extent required by law. However, if a rehired employee had not yet met the requisite 90 calendar days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the City before any paid sick leave can be used.

   D. If an employee is separated from employment for more than twelve (12) months, they are required to meet a new eligibility requirement as defined in 3.3.1(A).

   E. Paid sick leave must be used in quarter hour increments. Sick leave can only be used for hours the employee was scheduled and expected to be at work. Paid sick leave will NOT be considered hours worked for purposes of overtime calculation. An employee will not receive compensation for unused paid sick leave upon separation from employment.

2. Permissible Usage:

   In accordance with California's Paid Sick Leave law, an employee may use paid sick leave for the following reasons:

   A. Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following family members of the employee: a child of any age or dependency status; a parent; a parent-in-law; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling; or

   B. For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee

or their child; or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.

3. Requesting Time:

    A. An employee shall provide reasonable advance notification of their need to use paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (i.e., doctor's appointment scheduled in advance). *Typically, the employee should notify their supervisor as soon as the need for time off is determined.* If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable. *Typically, the employee should notify their supervisor at least one (1) hour prior to the start of the employee's scheduled work shift so that arrangements can be made to cover the employee's shift.*

    B. Employer may, at its discretion, require an employee who has a medically related absence for more than three (3) consecutive scheduled work days to furnish medical certification of the illness or injury necessitating the absence. Employer may also, at its discretion, require an employee absent for more than three (3) days of consecutively scheduled work days to furnish medical certification that they are fit for duty prior to returning to work.

4. Policy Violations:

    A. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.

    B. Sick leave shall not be considered as a privilege, which an employee may use at their discretion, but shall be allowed only in case of necessity and as defined within. Abuse of sick leave privileges including but not limited to using sick leave for a reason other than one listed in Section 3.3.2 above, shall be cause for disciplinary action.

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.

4.4 California Bereavement Leave

1. Hourly employees who have been employed by the City for at least 30 days are entitled to five (5) days of unpaid bereavement leave in the event of the death of a "family member".

2. A "family member" means a spouse, domestic partner, child, stepchild, parent, grandparent, grandchild, sibling, and parent-in-law.

3. An hourly employee may use available California sick leave to provide for their compensation during any bereavement leave if they are eligible to use sick leave.

4. An employee who utilizes bereavement leave shall notify their supervisor of the intent to use such leave. Employees may use such leave on a non-consecutive basis in the three (3) months that follow that date of death of the "family member."

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.

4.5 Holidays

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

2. Part-time, Temporary, Seasonal employees required 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 Jr. DAY, 4th 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.

4.6 Premium Pay

1. Applies to all classifications that have been properly trained to handle human waste and dead animals by a supervisor.

2. Premium pay may apply under the following conditions:

   A. 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.

   B. 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.

3. When premium pay is determined applicable, an employee shall be paid their regular hourly base rate, plus an additional $15.00 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.

4. Employee(s) shall not be assigned these duties nor paid a premium pay until there is documented training and/or certification to perform the duties.

5. 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.

4.7 Free Bus Service

1. Part-time, Temporary, and Seasonal employees and their immediate family members are eligible to receive a monthly pass for bus service as outlined in the City Employee Bus Pass policy.

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.

4.8 Employee Assistance Program

1. Hourly employees will have available to them the City's employee assistance program (EAP) and the services it offers immediately upon employment.

2. Access to the employee assistance program will end on the last day of employment with the City for the Hourly employee.

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.

4.9 Police Officer Trainee (Academy Student) classification only

1. Employees classified as Police Officer Trainee shall be covered under the medical/dental/vision plans, in the same manner as defined in the Arcata Police Association Memorandum of Understanding, while attending the Police Academy.

4.10 Protective Footwear Allowance

1. City of Arcata will provide reimbursement to hourly employees for the purchase of one pair of protective footwear on a rolling twelve month period in the amount not to exceed $200. City shall reimburse hourly employees upon the presentation of a store receipt clearly itemizing the purchase of the protective footwear and the date of purchase.

2. The following hourly employee classifications may be eligible for reimbursement upon approval of their Department Director and the Human Resources and Administrative Services Director: Building Inspector/Code Compliance Assistant, Community Service Officer, Engineering Aide, Forest Technician, Heavy Equipment Operator, Maintenance Trainee, Operator-In-Training Apprentice, Parking Enforcement Officer, Police Officer Trainee, Special Projects-Construction Inspector, Street Sweeper Operator, Vehicle Abatement Officer, Water Meter Reader.

3. For the purposes of this Section, protective footwear is intended to mean footwear required to be worn by the employee to safely perform his/her job duties and/or in which the footwear becomes damaged and/or contaminated by substances it comes in contact within the performance of duties. Footwear must be designed to protect the represented employee from one or more of the following workplace hazards: electrical hazards; hot, corrosive, poisonous substances; biohazards; falling objects; crushing or penetrating actions; or trip and fall in abnormally wet locations.

4. For purposes of this Section, the purchase of protective footwear is to equip an employee for the initial and ongoing performance of duties for the City. As such, employees are eligible for this benefit upon first day of employment (i.e. there is no waiting period/probation served, etc.). Employees who have provided a notice of resignation; are within one (1) month of end of assignment, or upon termination, are not eligible for reimbursement. Footwear is intended to only be worn or used for work purposes.

5. Completed Request for Reimbursement forms must be received by the Human Resources Department no later than June 30th of the fiscal year in which the purchase was made. Reimbursements will not be

given for purchases made in a prior fiscal year and any unused allowance remaining at the end of a fiscal year shall not be carried forward.

6. When an employee chooses to submit a receipt(s) for reimbursement, and sales tax was not made on the original purchase, the City is required to remit sales tax (at the current City of Arcata sales tax % rate) to the state on the employee's behalf. This amount is to be remitted from the employee's protective footwear allowance. The actual purchase amount reimbursable to the employee shall be made from any allowance amount remaining after the sales tax remittance. The City is required to remit sales tax for the entire purchase on the receipt being submitted, not just on item costs within or up to the allowance reimbursement amount. Additionally, if any listed shipping charges also include "handling", the City is required to calculate tax on the total purchase + shipping/handling amounts.

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 5. - ADDITIONAL COMPENSATION/BENEFITS FOR PART-TIME STATUS ONLY:

5.1 Short-Term Disability

1. 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.

5.2 Tobacco Cessation Incentive

1. An employee, who is a tobacco user, can sign up for the "tobacco cessation plan." Employee must agree to enroll in and successfully complete a Tobacco Cessation Program of their choice. If employee does not use tobacco for twelve consecutive months from the time of sign-up and certifies that they have not used tobacco for one (1) year at the end of the twelve (12) months, employee will receive two hundred dollars ($200). For the purposes of this Section, a tobacco user is defined as an eligible employee who attests they have used tobacco products (i.e., cigarettes, cigars, chewing tobacco) at least 100 times in their lifetime, and, on average, currently uses tobacco products at least 15 days out of a month. 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 6 . - EFFECTIVE DATE

The effective date for changes in the Compensation and Benefits for Hourly Rated Part-Time, Temporary and Seasonal Personnel is the full pay period which includes January 1, 2027.

DATED: November 4, 2026

ATTEST: APPROVED:

_____ _____

CITY CLERK, CITY OF ARCATA MAYOR, CITY OF ARCATA

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 267-14 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, on the 4th day of November 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

_____

CITY CLERK, CITY OF ARCATA