

SUMMARY OF BENEFITS PART-TIME EMPLOYEES

Part-time positions can be found in the current Classification and Compensation Schedule – Part-time Positions. Excerpts from relevant State statutes, Council Resolutions, and Administrative Policies are found in this document, and are organized alphabetically by subject matter.

ACTING PAY/ADDITIONAL DUTY PAY:

1. Acting Pay may be provided to employees who are formally assigned the duties of a higher-level class for an extended period of time, anticipated to be for a minimum duration of two (2) weeks. Such assignment will be confirmed by the processing of a Personnel Action Form (PAF) by the employee's Department Director. Acting Pay will be five percent (5%) above the employee's current base salary rate or Step "A" of the Acting position Classification, whichever is greater, unless otherwise authorized by the City Manager.
2. Additional Duty Pay may be afforded to an employee who takes on a significant number of extra assignments in an area different than their regularly assigned responsibilities. An employee performing this type of work for a period of time greater than two (2) weeks will receive pay in the amount of five percent (5%) increase in salary to compensate for performing dual functions at the discretion of the Department Director.

Source: Resolution Nos. 2006-021, 2019-050, 2025-039

BEREAVEMENT LEAVE:

A non-accruing bank of five (5) days (50 hours) for the bereavement of a "qualified family member" is provided. A "qualified family member" is defined as a spouse, domestic partner, parent, step-parent, sibling, child, step-child, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, step-grandparent, grandchild, or any other relative residing within the employee's home.

The five (5) days of bereavement leave do not need to be taken consecutively; they can be used intermittently. If the leave is used intermittently, it must be used within three (3) months of the qualified family member's date of death.

The employee within thirty (30) days of the first day of the leave shall provide documentation of the death of the qualified family member if requested by the Department Director or their designee. Documentation may include, but is not limited to a death certificate, a published obituary, a written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Source: Resolution Nos. 2019-050, 2025-039

BILINGUAL PAY:

Employees, who are identified as holding status in a "regular" part-time position (as compared to a seasonal or on-call part-time position) are eligible to receive a seventy five dollar (\$75) allowance per month (paid over 24 pay periods) for verbal fluency in any language other than English their Department Director deems necessary, including sign language, under the following conditions:

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- a. Certification: A competency examination will be administered by the Human Resources/Risk Management Department to determine employees' proficiency. Testing and its frequency are at the discretion of the City. An employee must pass the City's competency examination to be eligible for bilingual pay.

Department Director Approval: To be eligible to take the City's competency examination, an employee must be recommended by their Department Director. Eligibility for the opportunity to test for bilingual pay is solely at the employee's Department Director's discretion and is not subject to administrative appeal or challenge. The Department Director will make their recommendation based on an assessment of the need for the employee to use bilingual skills on the job. If an employee is approved for bilingual pay, then later changes assignment, classification, job duties, or is transferred or promoted, a determination may be made by the employee's Department Director that bilingual skills are no longer required for use on the job and this benefit will be removed from the employee with no right of appeal.

Source: Resolution No. 99-02

BREAKS/LUNCH:

For each five (5) hours worked, a twenty (20) minute paid break period will be provided. For each six (6) hours worked, a thirty (30) minute (minimum) unpaid meal break will be provided.

Source: Employee Handbook

COMMERCIAL DRIVER'S LICENSE:

Employees who are required to have a Class "A", Class "B" or Class "C" with Hazmat endorsement driver's license are eligible to receive two hundred and fifty dollars (\$250) each fiscal year.

Source: Resolution No. 2019-050

COMPUTER LOAN PROGRAM:

Part-time employees who are assigned on a regular and consistent basis to work thirty (30) hours or more per week are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed below:

- ❖ Maximum amount financed is two thousand, five hundred dollars (\$2,500).
- ❖ Any new computer system may be purchased under the plan as long as it complies with Administrative Policy Employee PC Lottery Loan Program.
- ❖ Minimum of one (1) business software package must be purchased (i.e. spreadsheet, data base manager, word processor, etc.).
- ❖ System components must be manufactured by an established, brand name company and be compatible with City data processing equipment. For example, Dell, HP, etc.
- ❖ No game or entertainment software will qualify under this program.
- ❖ Loans to participants will be for a term not to exceed thirty-six months (36) and no interest will be charged during that time.
- ❖ Payments on the loan will be made through payroll deduction on a bi-weekly basis.
- ❖ Loans are due and payable in full upon termination of employment for any reason. (i.e. resignation, retirement, etc.).
- ❖ The City must approve in advance all purchases for equipment under this program.

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- ❖ A written agreement between the City and participant is required to participate in this program.
- ❖ Upon notification of winning the PC Lottery Program, participant will have thirty (30) days to submit necessary documentation to Finance Department for pre-approval of system purchase.

The City intends to offer this program on an annual basis, but the Plan's continued availability will be dependent upon its effectiveness and availability of funds.

Source: Resolution No. 2025-039

COST OF LIVING ADJUSTMENT:

Increases to employees' base wages/salary ranges for any represented positions are as follows:

- ❖ Effective the first pay period beginning July 21, 2025: Three percent (3%)
- ❖ Effective the beginning of the pay period including July 1, 2026: Three percent (3%)

All positions will be paid an hourly rate that complies with the minimum wage law.

Source: Resolution Nos. 96-86, 2019-050, 2025-039, 2025-077

COURT APPEARANCE COMPENSATION:

Part-time Police Officer and Reserve Police Officer – The City will pay part-time Police Officers and Reserve Police Officers the sum equivalent to Step E of the full-time Police Officer salary schedule, less deductions, for court time when the employee is subpoenaed.

Source: Resolution No. 82-05

DEFERRED COMPENSATION PLAN:

Employees may voluntarily contribute to the City's 457 deferred compensation program. Contributions will be made to a Roth IRA plan.

Source: Resolution No. 2015-054

DIRECT DEPOSIT:

All employees will be required to have funds directly deposited into an account they established for deposit of their payroll checks.

Source: Resolution No. 2019-050

HEALTH INSURANCE (AFFORDABLE CARE ACT):

Part-time employees who are assigned on a regular and consistent basis to work thirty (30) hours or more per week are eligible to enroll in the City's health insurance plan upon hire. For part-time employees, whose schedule is assigned to be less than thirty (30) hours per week, hours will be measured on an annual basis. If a part-time employee's hours average thirty (30) hours or more per week during the measurement period, this employee will be eligible to enroll in the City's health insurance plan during open enrollment each year.

The City will contribute a subsidy amount, which will be calculated based on the employee's hourly rate of pay. The subsidy is calculated at the time of enrollment, and annually thereafter.

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The total monthly cost of the health insurance plan chosen by the employee, minus the City's subsidy amount will become the out-of-pocket cost that will be deducted from the employee's pay on a bi-weekly basis. Health insurance premiums will be paid by the employee one month in advance in compliance with insurer's billing.

Source: Resolution No. 2016-047

HIRING INCENTIVE:

For difficult to fill positions, new employees may be eligible to receive an incentive of five hundred dollars (\$500) upon hire, and an additional five hundred dollars (\$500) upon their one-year anniversary with Outstanding Performance.

HOLIDAYS:

Part-time employees may receive a paid holiday benefit. Part-time employees must hold a "regular" part-time position and are assigned on a regular and consistent basis to work 20 hours or more per week (as compared to a seasonal or on-call part-time position).

The designation of "regular" part-time versus seasonal or on-call part-time status is determined at the sole discretion of the City. Verification of a part-time employee's eligibility will be conducted by each departments' Management Analyst prior to paying this holiday benefit to ensure compliance with the provision of this benefit.

The City has designated twelve (12) 5-hour holidays as follows:

New Year's Day	Martin Luther King
Presidents Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day following Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve

When a holiday falls on a Saturday, the preceding Friday will be the holiday. When a holiday falls on a Sunday, the following Monday will be the holiday.

Employees who work on a holiday will be paid the allowed holiday hours at the straight time hourly rate in addition to their regular worked hours.

Source: Resolution Nos. 97-62, 2001-76, 2005-008, 2023-060, 2023-075

LONGEVITY PAY:

Employees are eligible for longevity pay as a one-time lump sum payout as follows:

- ❖ 10 years of service - \$250 paid in a lump sum at time of anniversary.
- ❖ 15 years of service - \$500 paid in a lump sum at time of anniversary.
- ❖ 20 years of service - \$750 paid in a lump sum at time of anniversary.
- ❖ 25 years of service - \$1,000 paid in a lump sum at time of anniversary.
- ❖ 30 years of service - \$1,250 paid in a lump sum at time of anniversary.
- ❖ 35 years of service - \$1,500 paid in a lump sum at time of anniversary.
- ❖ 40 years of service - \$1,750 paid in a lump sum at time of anniversary.
- ❖ 45 years of service - \$2,000 paid in a lump sum at time of anniversary.

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MILEAGE REIMBURSEMENT:

The City agrees to reimburse employees authorized by their Department Director for use of personal automobiles for City business. Employees must provide prior to any mileage reimbursement being paid, the required vehicle insurance verification.

Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement. If an employee does not maintain current vehicle insurance coverage, the Human Resources/Risk Management Department will notify the Department Director and Finance Department that the mileage reimbursement for the employee may not be paid until current vehicle coverage has been provided.

The City uses the standard rate established by the Internal Revenue Service to calculate reimbursement for mileage.

Source: Administrative Policy-Business Related Expenses, Resolution No. 2025-039

MILITARY LEAVE:

Part-time employees receive compensation for military leave in compliance with applicable state and federal laws. A part-time employee shall be entitled to return to their City position at the conclusion of the Active Military Duty, as provided by law.

Source: Resolution No. 2001-66

OVERTIME:

Part-time employees who work more than forty (40) hours per work week will be automatically paid overtime at time and one-half for all hours worked over the 40 hour per week maximum.

The only exception to this requirement is “seasonal” employees. Seasonal employees may be requested by the City to work more than forty (40) hours per week and will be paid for the hours over 40 at their regular pay rate (not at time and one-half).

Source: Administrative Policy-Compensatory Time and
Overtime Paid for Part-time Employees

RECRUITMENT INCENTIVES:

For recommendation resulting in Sworn Officer hire:

- ❖ \$2,000 at hire + \$500 upon completion of probation for entry level.
- ❖ \$4,000 at hire + \$1,000 upon completion of probation for lateral.

For recommendation resulting in hire of Public Safety Dispatcher or Public Safety Dispatch Supervisor:

- ❖ \$2,000 at hire + \$500 at time of completion of probation.

NOTE: Any Police Department personnel who are assigned to the Backgrounds and Training Unit or who are given any work responsibility related to the recruitment and hiring of employees are not eligible for this benefit unless the recommendation for hire is made independent of his/her duties as a Recruitment Team Member, i.e., outside of the work hours in which he/she is formally assigned to serve in the capacity of “Recruiter”. In order to receive incentive pay, the Recruitment

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Team Member must prepare a written memorandum to the Chief of Police, detailing the circumstances under which contact was made with the individual recommended for hire. Upon the Chief's review and approval of this submission, in compliance with the guidelines established for the Hiring Incentive Program, the Recruiter may receive the same hiring incentive compensation afforded to non-Recruitment Team Members.

Source: Resolution Nos. 2006-021, 2007-056, 2013-046

RETIREMENT:

For Non-CalPERS Members

In 1990, Congress passed the Omnibus Budget and Reconciliation Act (OBRA), which required all local governments to establish a retirement plan for their part-time employees. The City has established a 457 Deferred Compensation Plan, which works as a savings account, to meet this requirement. Employees are required to contribute 7.5% of their pre-tax earnings to the City's 457 Deferred Compensation Plan.

For CalPERS Members

The City has a 3-tier retirement benefit as follows:

Plan for sworn personnel:

- A. 3% at age 50, if hired before October 16, 2011, with the single highest year final compensation.
- B. 3% at age 55, if hired on or after October 16, 2011, with a 3-year average final compensation.
- C. 2.7% at age 57 (PEPRA), if entering PERS membership on or after January 1, 2013, with a 3-year average final compensation.

Plan for non-sworn personnel:

- A. 2.7% at age 55 if hired before July 1, 2011, with the single highest year final compensation.
- B. 2% at age 55, if hired on or after October 17, 2011, with a 3-year average final compensation.
- C. 2% at age 62 (PEPRA), if entering PERS membership on or after January 1, 2013, with a 3-year average final compensation.

Sworn and non-sworn personnel:

Pre-Tax Contribution – All employee paid contributions to CalPERS will be made on a pre-tax basis, in accordance with IRC section 414 (h)(2) and PERS guidelines.

The City provides the Fourth Level 1959 Survivor Benefits.

Source: Resolution Nos. 91-69, 2006-021, 2011-30, 2015-054
California Public Employee Pension Reform Act of 2013 (PEPRA)

For Retired Annuitants:

There is no requirement for a retired annuitant to contribute to a 457 Deferred Compensation Plan nor to CalPERS.

RETIREMENT HEALTH SAVINGS (RHS) PLAN:

In compliance with IRS regulations, Retirement Health Savings Plan participation will be suspended for any formerly retired City employee who works in the capacity of a part-time employee.

Source: Affordable Care Act

SALARY:

Upon Transfer

Any part-time employee who transfers to another part-time job assignment, including a concurrent assignment, in a different job classification (where the salary range is less than the current assignment/position), will receive an hourly rate which reflects experience within the new classification at the discretion of the Department Director, or their designee.

Source: Resolution No. 2019-050

SALARY ADJUSTMENTS (Overpayments, Recovery, and Underpayments):

All adjustments to an employee's salary will be made at the start of the pay period in which the salary adjustment becomes effective.

A. Overpayments

1. In situations involving overpayment to an employee by the City, the employee shall be obliged to repay by payroll deduction the amount of the overpayment. The repayment shall occur within the same time frame the overpayment was received by the employee or sooner. For example, if the overpayment was made over the course of six (6) months, the employee shall be given six (6) months to repay the overpayment.
2. Written documentation showing the calculations of the overpayment will be provided to the employee. A meeting may be requested by the employee with the Human Resources/Risk Management and Finance Departments to review the documentation and to discuss the recovery schedule. The repayment schedule, biweekly repayment amount or alternative repayment method will be documented in writing.
3. Extensions to the period for repayment of the overage or an alternative prepayment method may be requested by the employee and are subject to the approval of the director of Human Resources/Risk Management or their designee. Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half (1 ½) times as long as the overpayment period.

B. Recovery

1. If the employee leaves employment prior to the repayment of the overage, the City shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the City may initiate a collections process against the employee.

C. Underpayments

1. In situation involving underpayment to an employee by the City, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation and necessary approval of the compensation change.

Source: Resolution Nos. 2016-047, 2025-039

SICK LEAVE:

All part-time employees (excluding Retired Annuitants)

All part-time employees are credited with forty (40) hours of Sick Leave at time of hire (which may be used after the 90th day of employment) and every July 1st thereafter. These sick leave hours are capped at eighty (80) hours. These hours will cease to be credited if the part-time employee qualifies for Regular Part-time Sick Leave.

Regular Part-time Sick Leave

To qualify for regular part-time sick leave benefits of five (5) hours per month, part-time employees must meet the following standards:

- ❖ Complete one (1) year of service with the City. During this period, the part-time employee must hold a “regular” part-time position (as compared to a seasonal or on-call part-time position). The designation of “regular” part-time versus seasonal or on-call part-time status is determined at the sole discretion of the City.
- ❖ Work twenty (20) hours or more per week on a regular and consistent basis (not including overtime).
- ❖ Maintain an overall performance review rating of “Meets Standards”, or better, to be reevaluated upon the end of a special evaluation period.
- ❖ In the event that a part-time employee is approved to accrue regular part-time Sick Leave benefits on a monthly basis, and then at some future point, does not meet all of the standards as outlined in this section due to a change in work assignment or transfer, this benefit will cease with no right of appeal. In any case, annual recertification of an employee's continued eligibility to receive this benefit is required.

Unused Sick Leave will be accumulated and carried over from one year to the next. The maximum accrual of unused Sick Leave is 480 hours. Sick Leave may be used as time off only due to illness. This time may not be sold back to the City.

If a part-time employee is approved to accrue monthly regular part-time Sick Leave benefits, and then at some future point does not meet all the standards as outlined in this section, due to a change in work assignment or transfer, this benefit will cease with no right of appeal. In any case, annual recertification of an employee's continued eligibility to receive this benefit will be required. Upon qualification of Sick Leave benefit, the employee's sick leave bank will be reinstated.

Part-time Sick Leave upon changing from Full-time to Part-time

If a full-time employee changes status and becomes a part-time employee, their full-time Sick Leave bank will be cashed out at the appropriate amount based on years of service at the time they become part-time. Any remaining hours will be suspended. These hours are not eligible to be donated to other employees. Employees will be provided a part-time Sick Leave bank of 24 hours which may be used immediately. No further Sick Leave will be earned unless the employee meets the criteria for accruing at the regular part-time Sick Leave rate. If this employee subsequently returns to full-time employment with the City of Chino within one (1) year, the full-time Sick Leave bank will be reinstated. Otherwise, hours remaining in the full-time Sick Leave bank will be removed from the records without further consideration.

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Upon notice of resignation or retirement from the City, all sick leave usage requested will require a doctor's note or certification. If documentation is not received, the employee will not receive payment for any sick leave hours.

Source: Resolution Nos. 2005-008, 2015-046, 2025-077

SPECIAL DETAIL PAY:

Part-time Police Officer and Reserve Police Officer – The City will pay part-time Police Officers and Reserve Police Officers the sum equivalent to Step E of the full-time Police Officer salary schedule, less deductions, for assigned contract paid details and all special details including vacation house check, youth ride along, special patrol and special investigations.

Source: Resolution No. 82-05

UNIFORM - CLOTHING/CLEANING ALLOWANCE:

Part-time Police Officer and Reserve Police Officer – The City shall provide an annual allowance of \$192.50 which will be paid in August. Special compensation will be reported in accordance with applicable sections of the California Government Code, California Code of Regulations, and the City's contract with the California Public Employee's Retirement System.

Community Services Staff – The City shall provide uniforms as required.

Source: Resolution Nos. 82-05, 2007-049, 2016-047

Also see Work Boots and Work Shoes in this Summary of Benefits.

WORK BOOTS AND WORK SHOES:

Eligible employees (Building Inspector, Code Compliance Inspector I/II, Customer Service Representative I/II, Equipment Mechanic, Equipment Mechanic Aide, Equipment Mechanic Trainee, Facilities Worker, Maintenance Worker, Maintenance Worker Trainee, and Storekeeper Aide) will receive a one hundred and fifty dollar (\$150) work boots/work shoes allowance in first paycheck upon hire and annually thereafter on the first paycheck in January. These funds will be used by the employee for the purchase of safety-related work boots or work shoes.

With supervisor approval, an employee may request compensation for an additional pair of boots/shoes each year. Their Supervisor will be required to inform the Finance Department/Payroll to process an additional payment of one hundred and fifty dollars (\$150).

Source: Resolution No. 2016-047

WORKERS' COMPENSATION:

Whenever any employee of the City is disabled whether temporarily or permanently by injury or illness arising out of, and in the course of, his/her duties the employee will be compensated as follows: On the first, second, and third day of the injury, employees will use Accrued Leave, if any, for regular salary continuance.

Commencing the fourth day of the injury, the City will continue the employee's salary at a rate of 66-2/3% of the average regular salary, less any applicable deductions (i.e., credit union, health insurance coverage), for a period not to exceed twelve (12) months. If the disability extends for a period beyond fourteen (14) calendar days, the City will credit the employee for the first 3 days of

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Accrued Leave used. If hospitalization is required, the first, second, and third days' salary are paid by the City through the Workers' Compensation program.

Sworn Employees receive 100% salary plus benefits continuation for a period of one year.

Source: Labor Code sections 3200-6002;
Resolution Nos. 85-54, 2016-047

SAVINGS CLAUSE:

Should any clause in this Summary of Benefits be held invalid by law and/or by a court of competent jurisdiction, then only that clause will be stricken and the remainder of the Summary of Benefits will remain in full force and effect.

MAINTENANCE OF EXISTING BENEFITS:

All wages, hours and other terms and conditions of employment not specifically altered herein and presently enjoyed by the employees will remain in full force and effect unless determined by law and/or a court of competent jurisdiction to be unlawful or amended by City Council.

IMPLEMENTATION:

These benefits are subject to consideration and approval by the City Manager of the City of Chino and will only be implemented upon adoption by the City Council.