

Resolution No. 23-137

Exhibit “A”

**COMPENSATION & BENEFITS FOR UNCLASSIFIED SENIOR
COUNCIL AIDE AND COUNCIL AIDE EMPLOYMENT
POSITIONS**

Section 1 – Nature of Employment:

- A. This document governs the employment relationship between the City of Carson, California, and incumbents appointed to the Senior Council Aide and Council Aide positions.
- B. Positions within this classification are:
 - a. At-will
 - b. Unrepresented
 - c. FLSA Exempt (for full-time positions)
 - d. Limited duration upon:
 - i. Assigned elected official vacating his/her seat
 - ii. Elected official recommending the termination of employment
 - iii. Incumbent found to be in violation of applicable laws and regulations, or City municipal code
 - iv. City Manager or his/her designee terminating employment

Section 2 – Seniority:

Incumbents in this classification do not accumulate any seniority rights or dates.

Section 3 – Work Schedule:

Incumbents are to work the schedule as designated by the assigned elected Council Member. The schedule may be modified by the City Manager. This includes the following:

- A. City Council Meetings
- B. City functions and events
- C. Assigned office hours
- D. Weeknights, weekends, and holidays as needed

Section 4 – Probationary Period:

There is no probationary period. Incumbents in positions assigned to the classification of Council Aide may be terminated at any time, with or without prior notice. Incumbents are not covered by the City's civil services rules and regulations.

Section 5 – The Difference Between Fulltime and Part-time:

Depending on the assigned City Council elected official needs, incumbents in the Council Aide positions may be assigned full or part-time employment schedule. All full-time positions in this classification are at-will, FLSA Exempt employees. All part-time positions in this classification are at-will, FLSA Non-Exempt employees. Full-time employees are granted full benefits as set forth in this resolution, while part-time incumbents shall only be eligible for benefits as stated in Sections 9, 10, 12, 14, 15, 18, 21 and 22.

Section 6 – Adopted Compensation Range:

Incumbents are to be paid in accordance with the following compensation schedule:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Council Aide – Part-time	\$34.40	\$36.12	\$37.93	\$39.82	\$41.81	\$43.90
Council Aide – Full-time	\$5,962.67	\$6,260.80	\$6,573.84	\$6,902.54	\$7,247.66	\$7,610.05
Senior Council Aide	\$6,558.94	\$6,886.88	\$7,231.23	\$7,592.79	\$7,972.43	\$8,371.05

All new incumbents appointed to this classification are to start at Step 1. The City Manager may grant a higher starting step upon the recommendation of the elected City Council member who will be supervising the new incumbent. Senior Council Aide incumbents are to be placed in a starting step that maintains at minimum 5% pay separation from the highest paid subordinate Council Aide(s) whom they supervise.

Section 7 – Step Increases:

Each incumbent within these classifications is eligible for a step increase, as follows:

- Fulltime: Completion of 12 months of continues service, on his/er start date within this classification
- Part-time: Completion of 1040 hours

Such increases can be withheld due to performance issues, recommendations from the elected City Council member overseeing the incumbent and/or City Manger’s directive.

Additional step increases can be granted upon recommendations from the elected City Council member overseeing the incumbent, subject to City Manager’s approval, and/or City Manger’s directive. Such increases will reestablish the date of forward Annual increases to be 365 days from the date of the last increase. Also, such increases are limited to one occurrence within every fiscal year and cannot exceed two steps.

Section 8 – Longevity Pay:

Incumbents in this classification are not granted any longevity pay.

Section 9 – Paid Time Off (PTO):

Incumbents in this classification are granted:

- Fifteen (15) hours/month for full-time incumbents
- Five (5) hours/month for part-time incumbents

Incumbents may use PTO for vacation or sick time-off. PTO must be requested at least one calendar week in advance and must be used in a full hour increment. If an incumbent utilizes PTO for sick leave, then notice must be given before the end of the business day – or prior, unless there are circumstances prohibiting the incumbent from providing notice. If an incumbent requests more than 40 consecutive hours of PTO for illness, then proof of such illness, from a California licensed physician, may be required before returning to the workplace.

There is no carry-over from one fiscal year to the next. Instead, incumbents may accumulate up to one year of PTO, which is paid-out at the end of every fiscal year, within the second pay-period of the following fiscal year.

Section 10 - Holidays:

Incumbents in this classification are paid for the following fourteen (14) holidays with pay subject to the following conditions:

- A. January 1st (New Year's Day)
- B. The third Monday in January (Dr. Martin Luther King Jr. Day)
- C. January 30th (Fred T. Korematsu Day)
- D. The third Monday in February (President's Day)
- E. March 8th (International Women's/Rosa Parks Day)
- F. March 31st (Cesar Chavez Day)
- G. The last Monday in May (Memorial Day)
- H. June 19th (Juneteenth)
- I. July 4th (Independence Day)
- J. The first Monday in September (Labor Day)
- K. October 25th (Larry Itliong Day)
- L. November 11th (Veteran's Day)
- M. The fourth Thursday in November (Thanksgiving Day)
- N. December 25th (Christmas)

Every day proclaimed by the President, Governor, or Mayor of this City as a public holiday

Section 11 – Overtime and Compensatory Time:

All positions within the Council Aide classification are exempt from overtime and/or compensatory time provisions, as they are deemed members of personal staff for elected officials.

Section 12 – Health and Welfare Benefits:

A. Fulltime incumbents:

- I. Effective January 1, 2023, the City will pay the full family HMO premium from Kaiser Permanente of the Los Angeles Region (including Riverside and San Bernardino counties) for each full time incumbent and eligible dependents. If an incumbent does not fully utilize the provided allowance, up to \$200.00/month of the remainder may be used by the incumbent towards additional City offered benefits in the following order:
 - a. Vision care
 - b. Additional insurance coverage
 - c. Flexible Savings Account/Dependent Care
- II. The City will provide incumbents and their dependents with dental insurance through the City provided dental insurance plan.

B. Part-time incumbents:

- I. The City will provide part-time incumbents within this classification of up to \$450.00/month to be used towards participating in the City offered health insurance, through CalPERS. If an incumbent does not fully utilize the provided allowance, up to

\$50.00/month of the remainder may be used by the incumbent towards additional City offered benefits in the following order:

- a. Vision care
- b. Additional insurance coverage
- c. Flexible Savings Account/Dependent Care

Section 13 – City’s Civil Service system:

Positions within this classification are exempt and excluded from the City’s Civil Services system rules and regulations. This includes Personnel Rules and Standard Management Procedures.

Section 14 – Cell phone allowance:

Incumbents in positions within this classification are eligible to receive \$50.00/month stipend. To receive the cell phone allowance, incumbent must provide the necessary paperwork to the City, and has his/her cell phone number listed in the City’s internal network. The elected City Council member overseeing this position, or City Manager, have the authority to terminate the cell phone allowance with or without cause at any time.

Section 15 – Mileage reimbursement:

Incumbents in positions within this classification are eligible for reimbursement of mileage costs incurred during the performance of assigned work, in accordance with City established policies and procedures.

Section 16 – Overpayment Remedy:

Incumbents in positions within this classification are required to reimburse the City for any overpayment of wages or benefits. Reimbursement may be accomplished by lump-sum deduction made on the next employee payroll warrant following overpayment notification, or by other reasonable repayment method applicable to the City.

Section 17 – Life Insurance Premium:

The City shall provide incumbents within positions in this classification with life insurance in the amount of \$100,00.00, subject to the requirements of the insurance carrier.

Section 18 – Retirement Contributions:

Incumbents in this classification must participate in mandatory CalPERS retirement, in accordance with CalPERS laws and regulations, and existing contractual obligations between the City and CalPERS. The City does not contribute to Social Security. Part-time incumbents who are not eligible for CalPERS retirement options, must participate in PARS.

Section 19 – Jury Service:

The City will provide additional paid leave for incumbents within positions in this classification for jury service up to 100 hours per calendar year.

Section 20 – Bereavement Leave:

The City will provide incumbents of up to 20 hours of convective hours of paid bereavement leave per calendar year without carryover into the next calendar year in the event of the death of

Employee's spouse, domestic partner, children, stepchildren, foster children, parent, step-parent, brother, sister grandparents or grandchildren.

Section 21 – FMLA Leave:

The City will provide incumbents of up to 480 hours of unpaid leave due to – and upon proof of – personal or family medical need consistent with the requirements of FMLA laws and regulations. To qualify, an incumbent must have worked at least 1,250 hours during the previous year. During such leave, the incumbent on leave will have to pay for his/her insurance premium in full.

Section 22 – Military Service Leave:

The City shall grant incumbents military leave as required by California Military & Veterans Code, Sections 389 through 395.4.

Section 23 – Direct Leave Donation:

Incumbents within the Council Aide classifications are not eligible to participate in Direct Leave Donation.

Section 24 – Paycheck Distribution:

Paychecks will be issued in accordance with the City adopted pay date schedule. Payment distribution shall be through mandatory direct deposits except if the incumbent cannot obtain an applicable bank account. The City does not permit payroll check advances.

Section 25 – Termination of Employment:

The City holds the right to terminate employment without cause. Incumbents can also be terminated for any of the following reasons:

1. Willful or persistent material breach of duties
2. Material dishonesty
3. Unauthorized absences or leave
4. Violation of the City's charter or municipal code
5. Conviction of misdemeanor (including DUI) and/or felony
6. Use or possession of illegal drugs (unless prescribed by a licensed physician)
7. Financial mismanagement
8. Refusal, inability and/or unwillingness to perform assigned tasks
9. Engage in Labor/Employee relations without direct authorization
10. Sharing of confidential information
11. Theft and/or damage of City property
12. Illegal usage of City provided equipment, services or communication technology

Section 26 – Acting Assignment:

Incumbents within the Council Aide classifications are prohibited from Acting into vacant positions within the City, that are part of the classified service.

Section 27 – Education/Tuition Reimbursement:

City will reimburse a Full time incumbent up to the California State University in-state rate (per semester, quarter, or academic year: <https://www.calstate.edu/attend/paying-for-college/tuition-by-year>) for continuing education through an accredited program that either offers growth in an

Exhibit 2

area related to the Full time incumbent's current position or that may lead to promotional opportunities, as determined by the Human Resources Director. This education may include college courses, continuing education units, adult education classes, certification examination fees, and job-related workshops/seminars/conferences not already paid for by the City on behalf of the employee.

The Full time incumbent must take the course on the member's own time. City time may not be used to attend educational opportunities covered by this program. If a course is only offered during regularly scheduled work hours, the Full time incumbent's supervisor and Department Director may make reasonable efforts to adjust work schedules to accommodate the scheduling conflict.

A Full time incumbent must secure a passing grade of "C" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received. Full-time, regular Full time incumbents who have completed six-months of employment are eligible. The deadline for submitting Education Reimbursement Forms for any expenses of the prior Fiscal Year is the end of the second full pay period of July.

California State University Dominguez Hills Incentive

Full time incumbents who are students enrolled in course work at California State University Dominguez Hills shall be eligible for additional reimbursement of parking permits (excluding violation fees and citations) and required reading materials/textbooks, to be confirmed by instructor/school issued course syllabi or other official university documentation.

The Education Tuition Reimbursement program may be revoked or suspended by the City Council at anytime and at the City Council's discretion, without requirement for meet and confer. Should the City Council decide to revoke or suspend the program, Full time incumbents currently enrolled in course work will be permitted to complete and submit reimbursement requests for the current active term (quarter or semester).

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