

Exhibit E

**CITY OF EL PASO DE ROBLES
UNREPRESENTED PART TIME/TEMPORARY WAGE AND BENEFIT SUMMARY**

JANUARY 1, 2023 – DECEMBER 31, 2025

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UNREPRESENTED PART TIME/TEMPORARY WAGE AND BENEFIT SUMMARY

JANUARY 1, 2023 – DECEMBER 31, 2023

1. DEFINITIONS

Regular Employees: Employees hired for year-round, on-going positions.

Seasonal/Temporary Employees: Employees hired for a limited term appointment. Appointments may be for a defined or unknown duration but ultimately, the assignment is not for a permanent position. Seasonal and temporary employees are at-will.

2. WAGES

Year (1). Effective January 8, 2023, employees will receive an eight percent (8%) wage increase.

Year (2). Effective January 7, 2024, employees will receive a four percent (4%) wage increase.

Year (3). Effective January 5, 2025, employees will receive a three percent (3%) wage increase.

3. BILINGUAL PAY

The City agrees to pay qualified regular employees \$23.00 per pay period to provide verbal bilingual services, and \$6.00 per pay period for written bilingual services, for a combined maximum of \$29.00. Employees shall be required to pass qualifying examinations administered by the City to determine the proficiency for bilingual assignments and retest for proficiency every five (5) years.

4. WORKING OUT OF CLASS PAY

When an employee is temporarily assigned in writing by the City Manager and performs all of the duties of a vacant position in a higher classification whose wage range is at least five percent (5%) higher than the range of the employee's regular classification, that employee shall be compensated at the lowest step in the higher classification that provides an increase to the assigned employee of at least five percent (5%). The assignment must be over 15 consecutive working days. Such additional compensation shall begin on the sixteenth (16th) working day after the assignment to the duties of the higher vacant position.

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5. PAYCHECKS

The City provides employees with electronic bank transfers for regular compensation on the Friday following the end of a two-week pay period (bi-weekly). Electronic pay receipts (pay stubs) and W-2s are available to all employees via the Employee Self Service (ESS) web portal. An employee may request copies of their pay stubs and W-2 if they are unable to print them from the ESS web portal. All compensation paid to employees will be issued on one pay stub; separate checks will not be issued for payments such as vacation cash outs.

In the event an error has been made in the payment of an employee's salary, overtime payment, deductions, or leave accruals, balances, or usages, the City shall, for purposes of future compensation, adjust such compensation to correct amount, giving written notice to the employee. In cases of under payments, the City shall submit the appropriate adjustment as soon as practicable, typically, the subsequent pay period. In the event of an overpayment, Human Resources will determine a reasonable repayment schedule of no more than 12 months in duration and inform the employee of the schedule directly, or through the department director. The affected employee shall be given an opportunity to discuss the schedule of repayment and, if necessary, to request an adjustment as needed and reasonable. Factors considered in determining a reasonable schedule for repayment include, but are not limited to, the length of time the overpayment has occurred, the amount of the overpayment, the employee's normal wages, and other financial obligations of the employee. Should an employee with a repayment schedule separate from the City before repaying the full amount, the outstanding debt shall be deducted from any wages and leaves balances paid out in accordance with FLSA.

6. HOURS OF WORK

All employees must accurately report all work time. All time spent for the benefit of the City must be reported as hours worked on timecards. Employees may not "volunteer" work time to perform duties that are the same or similar as their stated or regular job duties. Employees have no authorization to work without compensation. No manager has authority to request overtime-eligible employees to volunteer work time.

7. MEAL & REST PERIODS

Breaks are provided to employees with the goal of providing adequate rest during a workday. In general, an employee shall be provided a meal break if working a shift of six (6) or more hours, and a ten (10) minute rest break for every four (4) hours worked. Breaks can be waived upon mutual consent of the employee and management. Meal breaks shall not constitute paid time, be no less than 30 minutes, and shall begin when work stops at the work site and end when work resumes at the work site. Whenever possible, rest

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breaks will be taken at the work site. If not taken at the work site, any travel time will be included in the ten (10) minute rest break period.

8. OVERTIME

All time worked in excess of forty (40) hours per workweek, or on a holiday recognized in this agreement, shall be compensated for at the rate of one and one-half (1.5) times the employee's regular rate of pay. For the purposes of computing overtime payments under the Fair Labor Standards Act, the workweek shall be a seven (7) consecutive day period beginning at 12:00 am Sunday and ending at 11:59 pm, Saturday.

For purposes of this article, time worked shall include holidays, jury duty, sick leave, bereavement leave, and previously scheduled vacation. If time off is not previously scheduled, employees cannot earn overtime when using vacation in the same day. In these instances, vacation will not be deducted from the employee's leave bank, but rather the hours worked will be applied towards an employee's regular hours. Overtime of less than seven (7) minutes in any workday shall not be included in determining the total number of hours worked. Thereafter, overtime shall be computed to the nearest quarter hour. Overtime worked must be approved in advance by a manager.

9. ADVANCEMENT IN WAGES

Wage ranges shall be divided into four (4) steps. Eligibility for step advancement shall be as follows:

Seasonal Aquatics Staff: Upon 320 hours and one aquatics season of satisfactory service at the previous step. E.g., should an employee work 400 hours in one season, they will be eligible to advance to the next step the following season, not in the current season. If an employee works 280 hours in their first season, they will be eligible to advance to the next step after 40 hours in the second season. Should this same employee work 360 hours in the second season, they will be eligible to advance to the next step at the start of their third season.

Non-Aquatics Staff: Upon 600 hours and twelve (12) months of satisfactory service at the previous step. E.g., should an employee work 12 months at the prior step but not 600 hours, they will be eligible to advance to the next step upon meeting 600 hours. The date upon which they reached 600 hours will then become their new step increase anniversary date.

An employee must always continue to maintain an acceptable level of performance and shall be evaluated annually. If the written evaluation does not support a continued acceptable effort, an individual's wage may be reduced by the executive manager with the approval of the City Manager or their designee.

10. RETIREMENT

A. CalPERS

In general, part-time, seasonal, and temporary employees are not eligible for CalPERS retirement benefits. If an employee is required to be enrolled pursuant to CalPERS membership rules, they shall be provided the following benefits:

1. Tier 1 - Employees hired prior to May 27, 2012

- 2.5% @ 55 benefit formula.
- Employees shall pay the eight percent (8%) employee contribution.
- Employees shall contribute an additional two percent (2%) pursuant to Govt. Code Section 20516. The increased contributions are credited to each member account as normal contributions.
- CalPERS will use the highest average annual compensation earned during any 12-month consecutive period of employment for final compensation.

2. Tier 2 - Employees hired between May 27, 2012 and December 31, 2012, and those hired on or after January 1, 2013 who meet the definition of classic member pursuant to the California Public Employees' Pension Reform Act PEPRA

- 2% @ 60 benefit formula.
- Employee shall pay the seven percent (7%) employee contribution.
- Employees shall contribute an additional three percent (3%) pursuant to Govt. Code Section 20516. The increased contributions are credited to each member account as normal contributions.
- CalPERS will use the highest average annual compensation earned during any 36-month consecutive period of employment for final compensation.

3. Tier 3 - Employees hired on or after January 1, 2013 who meet the definition of new member pursuant to PEPRA

- 2% @ 62 benefit formula.
- Employees shall pay fifty percent (50%) of the expected normal cost rate (which is currently 7% and increasing to 7.75% for the 2022-23 fiscal year) pursuant to the PEPRA.
- Employees shall contribute an additional three percent (3%) pursuant to Govt. Code Section 20516. The increased contributions are credited to each member account as normal contributions.
- CalPERS will use the highest average annual compensation earned during any 36-month consecutive period of employment for final compensation.

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Pursuant to IRS Code Section 414(h)(2) employee paid retirement contributions shall be made on a pre-tax basis.

B. Deferred Compensation

All regular employees shall be eligible to participate in the deferred compensation program.

C. Social Security

Both the City and the employee pay into Social Security.

11. INSURANCE

A. Medical Insurance

In general, part-time, seasonal, and temporary employees are not eligible for CalPERS medical insurance. If an employee is required to be enrolled pursuant CalPERS or Affordable Care Act eligibility criteria, they shall be eligible for a contribution equal to the Minimum Employer Contribution prescribed by Government Code section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA).

B. Dental and Vision Insurance

The following employees shall be offered the option to enroll in dental and vision insurance:

- Regular part-time employees who work an average of 20 or more hours per week
- Temporary employees with a limited-term appointment of more than six months in duration who work an average of 20 or more hours per week

Employees shall contribute 100% of the premium.

Regular part-time employees with a minimum of 10 years of active service who retire with CalPERS within 120 days of their separation date with the City of Paso Robles, and are enrolled in dental coverage at the time of separation, are eligible to continue dental insurance coverage through the end of the month they turn age 65. Premiums will be billed directly to the retiree. If a retiree cancels coverage at any time, they will be ineligible to re-enroll.

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12. LEAVES

A. Vacation

Regular employees shall accrue vacation leave in accordance with the following schedule:

<u>Months of Service</u>	<u>Vacation Hours Earned per Hour Worked</u>	<u>Maximum Accrual</u>
0 - 35	0.0385	160
36 - 59	0.0462	192
60 - 83	0.0538	224
84 - 107	0.0615	256
108 - 131	0.0692	288
132+	0.0769	320

Effective January 1, 2015 two vacation banks were established as follows:

1. A historical bank to include all hours on the books as of January 1, 2015. These hours shall remain in the employee's bank until used or paid off.
2. A new bank to include all newly accrued hours. Accrual to cease if maximum is reached.

B. Vacation Cash Out

Twice per year, employees will have the option to declare their intent to cash out accrued vacation under the following conditions:

- Employee must have taken one (1) consecutive week of vacation in the previous 12-month period from the time of election
- Hours cashed out shall be paid at straight time
- Once an election is made it cannot be rescinded or modified

Employees will be required to complete the City's standardized election form that provides additional policy details.

C. Sick Leave

Regular Employees: Employees shall accrue sick leave at the rate of 0.0461 hours of sick leave per hour worked each pay period. There is no cap on the number of sick hours that can be accrued. Accumulation of sick leave shall be unlimited. Pursuant to CalPERS provisions, employees who retire within 120 days of separating with the City shall have their unused sick leave converted to service credit.

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Seasonal/Temporary Employees: Employees are eligible for sick pay in accordance with California's Paid Sick Leave law. They shall receive twenty-four (24) hours of sick leave upon hire that can be used after 90 calendar days of employment. At the conclusion of their seasonal/temporary assignment, remaining hours shall be eliminated from the employees leave bank.

Sick leave may be used for the following purposes:

1. The diagnosis, care, or treatment of an existing health condition of, or preventative care (e.g., medical, dental, and vision appointments) 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.
2. 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.

D. Coordination of Leave Accruals

Employees receiving partial wage replacement such as temporary disability payments from workers' compensation or the Employment Development Department (EDD), or Paid Family Leave from the EDD may use sick leave and/or vacation leave in order to maintain, but not exceed, their regular base pay.

D. Unanticipated Emergency Leave

Subject to supervisor approval and operational necessity, an employee may use up to 12 hours of their sick leave bank per calendar year to be designated as "Unanticipated Emergency Leave" (UEL). UEL is to provide staff with flexibility in their schedule by allowing paid time away from work to deal with unexpected and unforeseen matters which necessitate a short-term absence (e.g., an employee's car breaks down on the way to work, a pipe bursts in their house, etc.); they are not additional vacation days. Employees are required to disclose the nature of UEL use. Simply stating "personal day" does not meet justification for UEL use.

E. Holidays

The following 14 days are paid days off of 4 hours per holiday:

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1. New Year's Day: January 1st
2. Birthday of Martin Luther King, Jr.: third Monday of January
3. President's Day: third Monday of February
4. Memorial Day: last Monday in May
5. Juneteenth: June 19th
6. Independence Day: July 4th
7. Labor Day: first Monday in September
8. Indigenous Peoples' Day (also observed as Columbus Day): second Monday in October
9. Veteran's Day: November 11th
10. Thanksgiving: fourth Thursday in November
11. Day after Thanksgiving: Friday after Thanksgiving
12. Christmas Day: December 25th
13. Floating birthday: Any day in the calendar year
14. Floating holiday: Any day in the calendar year

Floating Birthday/Holiday Hours: Employees will be provided a total of eight (8) hours of floating birthday/holiday hours at the beginning of each calendar year. Employees may use these hours at any point during the calendar year subject to manager approval. When a holiday falls on a day an employee is regularly scheduled to work more than 4 hours, they may use a portion of their floating holiday hours to make up any deficient hours (e.g., an employee who is regularly scheduled 6 hours on a Monday on which a holiday falls will receive 4 hours of holiday pay and can use 2 hours of floating holiday to receive a total of 6 hours of pay for the day). Employees may not use floating holiday hours to receive more hours than normally scheduled in one day. Unused floating holiday leave will not be carried over year to year. Employees hired mid-year shall be provided a prorated floating holiday hour bank based on the number of pay periods remaining in the calendar year.

F. Bereavement Leave

Employees may utilize paid bereavement leave for the purpose of attending or arranging a funeral or memorial service, or to take care of family matters, that are related to the death of an immediate family member (defined as spouse, domestic partner, parent, child, sibling, grandparent, or grandchild, and the corresponding family member by marriage). Employees are eligible for up to five (5) days of paid leave where the death or service is outside the state. Employees are eligible for three (3) days of paid leave where the death or service are within the state, however, bereavement will be extended up to a total of 5 days with the employee utilizing vacation, sick, or floating holiday accruals for the additional two days. The employee may elect to recognize those days as unpaid. Bereavement leave shall

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not be authorized more than two (2) times within a calendar year and must be concluded within one (1) year of the death of the family member.

G. Jury Duty

Unless the department is able to rearrange an employee's schedule accordingly, employees shall be paid for actual work hours missed because of time spent in jury service or court. The employee shall be responsible for notifying their manager as soon as possible upon receiving notice to appear for jury duty, make every reasonable effort to keep their manager advised as to the anticipated length of service, and return to work on the first day following the end of jury duty service.

H. Time Off to Vote

If any employee does not have sufficient time outside of working hours to vote, they may request up to two (2) hours of vacation leave, either at the beginning or end of scheduled working hours, to enable them to vote. Employees must request time off to vote from their manager at least two (2) days prior to the election.

I. Family and Medical Care Leave

The City provides family and medical care leave for eligible employees as required by federal and state law. Employees who request leave must provide a medical certification and/or recertification to support the need for the leave.

J. Military Leave

Military leave will be granted in accordance with federal and state law as well as rule 16.07 of the City's Personnel Rules and Regulations. An employee requesting leave for this purpose shall promptly provide their manager with a copy of the military orders specifying the dates, site, and purpose of the activity or mission. Within the limits of such orders, the manager may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

13. EDUCATION REIMBURSEMENT

Within budgeted limitations, for regular employees, the City will reimburse educational costs that are directly related to an employee's occupational field with the City, or are related to and part of a planned course of study being actively pursued for promotion within the City service. The City shall reimburse up to \$1,500 per fiscal year subject to the provisions detailed in the Education Reimbursement Policy.

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14. UNIFORMS

Community Services Officers shall be provided 2 pairs of pants, 2 short sleeve shirts, and 2 long sleeve shirts upon hire. After the first year of employment, upon request, employees shall be provided 1 pair of pants, 1 short sleeve shirt, and 1 long sleeve shirt annually.

15. WAGE TABLES

The following part-time classifications are general categories of job types. Examples include, but are not limited to:

Classification	Typical Working Titles
Staff Aide	Recreation, Maintenance, Clerical, or Customer Service Aide
Staff Assistant I	Library Assistant I, Recreation Leader I, Entry-Level Labor/Maintenance
Staff Assistant II	Library Assistant II, Journey-Level Labor/Maintenance, Police Records Cadet, Recreation Leader II
Staff Assistant III	Advanced-Level/Lead Labor/Maintenance, Assistant Police Dispatcher, Community Services Officer, Engineering Intern, Library Assistant III, Planning Intern, Water Conservation Assistant
Staff Assistant IV	Level II Police Officer, Library Coordinator, Pool Manager, Recreation Coordinator

Employees who assume a temporary appointment of a position within a full-time labor group shall be provided an hourly rate consistent with their regular full-time counterparts.

CURRENT WAGES - EFFECTIVE JUNE 26, 2022

Non-Aquatics Staff

Grade	Classification		1	2	3	4
SA	STAFF AIDE	Hourly	15.00	15.50	16.00	16.50
SA1A	STAFF ASSISTANT I	Hourly	16.50	17.00	17.50	18.00
SA2A	STAFF ASSISTANT II	Hourly	18.75	19.25	19.75	20.25
SA3A	STAFF ASSISTANT III	Hourly	21.25	21.75	22.25	22.75
SA4A	STAFF ASSISTANT IV	Hourly	24.75	25.50	26.25	27.00

Seasonal Aquatics Staff

Grade	Classifications		1	2	3	4
SAA1	OFFICE ASSISTANT	Hourly	15.50	16.00	16.50	17.00
SAA2	LIFEGUARD/SWIM INSTRUCTOR	Hourly	16.00	17.00	18.00	19.00
SAA3	ASSISTANT POOL MANAGER	Hourly	20.50	21.50	22.50	23.50

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YEAR 1 - EFFECTIVE JANUARY 8, 2023

Non-Aquatics Staff

Grade	Classification		1	2	3	4
SA	STAFF AIDE	Hourly	16.20	16.74	17.28	17.82
SA1A	STAFF ASSISTANT I	Hourly	17.82	18.36	18.90	19.44
SA2A	STAFF ASSISTANT II	Hourly	20.25	20.79	21.33	21.87
SA3A	STAFF ASSISTANT III	Hourly	22.95	23.49	24.03	24.57
SA4A	STAFF ASSISTANT IV	Hourly	26.73	27.54	28.35	29.16

Seasonal Aquatics Staff

Grade	Classification		1	2	3	4
SAA1	OFFICE ASSISTANT	Hourly	16.74	17.28	17.82	18.36
SAA2	LIFEGUARD/SWIM INSTRUCTOR	Hourly	17.28	18.36	19.44	20.52
SAA3	ASSISTANT POOL MANAGER	Hourly	22.14	23.22	24.30	25.38

YEAR 2 - EFFECTIVE JANUARY 7, 2024

Non-Aquatics Staff

Grade	Classification		1	2	3	4
SA	STAFF AIDE	Hourly	16.85	17.41	17.97	18.53
SA1A	STAFF ASSISTANT I	Hourly	18.53	19.09	19.66	20.22
SA2A	STAFF ASSISTANT II	Hourly	21.06	21.62	22.18	22.74
SA3A	STAFF ASSISTANT III	Hourly	23.87	24.43	24.99	25.55
SA4A	STAFF ASSISTANT IV	Hourly	27.80	28.64	29.48	30.33

Seasonal Aquatics Staff

Grade	Classification		1	2	3	4
SAA1	OFFICE ASSISTANT	Hourly	17.41	17.97	18.53	19.09
SAA2	LIFEGUARD/SWIM INSTRUCTOR	Hourly	17.97	19.09	20.22	21.34
SAA3	ASSISTANT POOL MANAGER	Hourly	23.03	24.15	25.27	26.40

YEAR 3 - EFFECTIVE JANUARY 5, 2025

Non-Aquatics Staff

Grade	Classification		1	2	3	4
SA	STAFF AIDE	Hourly	17.36	17.93	18.51	19.09
SA1A	STAFF ASSISTANT I	Hourly	19.09	19.66	20.25	20.83
SA2A	STAFF ASSISTANT II	Hourly	21.69	22.27	22.85	23.42
SA3A	STAFF ASSISTANT III	Hourly	24.59	25.16	25.74	26.32
SA4A	STAFF ASSISTANT IV	Hourly	28.63	29.50	30.36	31.24

Seasonal Aquatics Staff

Grade	Classification		1	2	3	4
SAA1	OFFICE ASSISTANT	Hourly	17.93	18.51	19.09	19.66
SAA2	LIFEGUARD/SWIM INSTRUCTOR	Hourly	18.51	19.66	20.83	21.98
SAA3	ASSISTANT POOL MANAGER	Hourly	23.72	24.87	26.03	27.19