

**COMPENSATION PLAN  
FOR PART-TIME COMMUNICATIONS OPERATORS  
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS  
AUTHORITY**

**Effective November 20, 2019**

1. EMPLOYEES COVERED BY THIS PLAN

This Compensation Plan covers Part-Time Communications Operators employed by the Authority.

2. EXECUTIVE DIRECTOR RESPONSIBILITIES AND AUTHORITY

The Executive Director is responsible for the administration and implementation of this Compensation Plan, but may delegate such responsibility as appropriate.

3. PART-TIME EMPLOYEE CATEGORIES

For purposes of this Compensation Plan, part-time employees shall be categorized as follows:

A. Regular Part-Time Employees: Employees exempt from the classified service who have been appointed to work 30 hours or more per week on average.

B. Hourly Employees: Employee exempt from the classified service who have been appointed to work fewer than 1,000 hours per fiscal year.

4. AT-WILL STATUS

Both Regular Part-Time Employees and Hourly Employees are at-will, serve at the pleasure of the Authority, and may be terminated at any time, with or without cause.

5. WAGES

*a. Parity with Full-Time Employees*

The rates provided in the salary schedule then in effect for full-time Communications Operators (up to and no higher than Step E) shall apply on an hourly basis to employees covered by this Compensation Plan. If an hourly rate is not provided in the applicable salary schedule, the hourly rate shall be computed appropriately.

*b. Hourly Rate at Appointment*

Generally, part-time appointments are made at the first step of the applicable salary series. At the discretion of the Executive Director, appointments may be made at a higher salary step.

*c. Merit Increases*

A Regular Part-Time Employee shall be eligible for a merit increase effective on each anniversary date, provided the employee received an overall rating of

satisfactory or better on the most recent performance evaluation and is not already at the highest hourly rate for his/her classification.

An Hourly Employee shall be eligible for a merit increase upon the completion of 500 hours actually worked, provided that the employee received an overall rating of satisfactory or better on the most recent performance evaluation and is not already at the highest hourly rate for his/her classification.

6. HEALTH INSURANCE

Employees and annuitants eligible under the Public Employees' Medical & Hospital Care Act (PEMHCA) may elect medical coverage under an Authority-sponsored plan. Employees may do so within 60 calendar days after the start of employment or, if not eligible at the start of employment, then within 60 calendar days of the notice of eligibility. Consistent with Government Code section 22772, subdivision (a)(6), an employee who is not otherwise eligible for coverage under PEMHCA shall be eligible if determined to be a "full-time employee" under the Authority's Look-Back Safe Harbor Policy (attached hereto as "Attachment A"), in which case the Authority will complete a written designation extending eligibility to the employee. The Look-Back Safe Harbor Policy shall also apply for reporting under the Affordable Care Act.

For eligible employees and annuitants, the Authority contribution shall be the higher of: (1) the minimum amount required under the Affordable Care Act "Rate of Pay Safe Harbor" based on the lowest hourly rate for any classification covered by this Plan, and (2) the amount required under Government Code section 22892, subdivision (b), as adjusted annually.

7. SICK LEAVE

Part-time employees shall accrue sick leave at the rate of one hour for every 30 hours worked. A newly hired part-time employee becomes eligible for sick leave accrual on the 30th day of employment, at which time the employee shall be treated as having accrued sick leave since commencing employment. Sick leave may be used beginning on the 90<sup>th</sup> day of employment. Thereafter, sick leave may be used as it accrues.

Up to 24 hours of accrued sick leave may be carried over from year to year.

8. UNPAID LEAVE

The Authority will endeavor to grant requests for unpaid leave under appropriate circumstances. However, given the operational needs of the Authority, except as

required by law, there is no guarantee of job reinstatement following the leave period or that the employee's work schedule or job location will remain the same.

9. JURY DUTY

Part-time employees shall not be compensated for jury duty service.

10. UNIFORMS

Uniformed personnel shall receive uniforms at the Authority's expense. Uniforms shall be the property of the Authority. The Authority shall replace damaged or worn out uniform pieces, as necessary.

11. HOURS

The hours of work for part-time employees may vary and shall be determined by the department manager or Executive Director.

12. REST PERIODS AND MEAL TIMES

The Authority shall schedule each employee breaks and meal periods pursuant to the following guidelines:

<b>Consecutive Work Hours</b>	<b>Rest/Meal Periods</b>
Fewer than 6	None
6 or more	One 15-minute break
8 or more	One 15-minute break and one 30-minute meal period
12 or more	Two 15-minute breaks and one 30-minute meal period
16 or more	Three 15-minute breaks and one 30-minute meal period

Employees must remain on-site during their break and meal periods. The Authority must respond to emergency situations, and when an emergency occurs as determined by the Authority, the above-stated periods may be canceled without advance notice. Rest and meal periods are paid as time worked and will be scheduled by the Authority.

13. RETIREMENT

The Authority has a contract with the California Public Employees' Retirement System (CalPERS) which covers eligible employees.

(a) For employees hired prior to October 25, 2011, the applicable benefit formula is two percent (2%) at fifty-five (55) based on the employee's single

highest year. These employees will contribute the full seven percent (7%) of their salary, including special pays, toward the employee's contribution.

(b) For employees hired after October 25, 2011 and before January 1, 2013, the applicable benefit formula is two percent (2%) at sixty (60), based on the employees' three (3) highest consecutive years. These employees will also contribute the full seven percent (7%) of their salary, including special pays, toward the employee's contribution.

(c) For all "new members" beginning January 1, 2013, the applicable benefit formula is 2% at 62. A "new member" is defined under Gov. Code, § 7522.04, subdivision (f). These employees shall contribute 50% of normal cost as determined by CalPERS.

#### 14. TERM

This Compensation Plan shall be effective November 20, 2019 and shall remain in effect unless modified, suspended, or revoked by the Executive Committee.