

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

Effective November 20, 2019

1. EMPLOYEES COVERED BY THIS PLAN

This Compensation Plan covers Office Assistants and Administrative Interns employed by the Authority, all of whom are considered part-time employees under this Compensation Plan.

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, 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. Hourly Rates

Hourly rates for the classifications covered by this Compensation Plan shall be as follows:

Job Classification	Hourly Rates		
	Step A	Step B	Step C
Administrative Intern	\$15.0000	\$16.5000	\$18.1500
Office Assistant	\$18.0000	\$19.8000	\$21.7800

b. Hourly Rate at Appointment

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

d. Advancement

An employee who advances to a higher classification shall be placed at a step corresponding to an hourly rate that is at least 5% greater than the employee's rate in the prior classification. If no step for the new classification meets this criterion, the employee shall be placed in the highest step for the new 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 90th 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. HOURS

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

11. REST PERIODS AND MEAL TIMES

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

Rest periods may be provided at the discretion of the Authority (generally for 10 minutes, unless communicated otherwise). If provided, rest periods shall be at the rate indicated in the table below. Rest periods are paid as time worked and will be scheduled by the Authority. The Authority may require employees to remain on the premises during the rest period.

Consecutive Work Hours	Rest Periods
0-3.5	0
3.6-6.0	1
6.1-10.0	2

In addition, a half-hour unpaid meal period will be provided after five consecutive work hours (including any rest period(s)), unless six hours of work will complete the day's work and the employee voluntarily elects to forego the meal period. Meal periods will be uncompensated by the Authority.

12. RETIREMENT

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

(a) For eligible 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 eligible 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.

13. TERM

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