

CORTE MADERA TOWN COUNCIL
STAFF REPORT

Report Date: November 12, 2015
Meeting Date: November 17, 2015
and
December 1, 2015

TO: TOWN MANAGER, MAYOR AND TOWN COUNCIL

FROM: GEORGE T. WARMAN, JR., DIRECTOR OF ADMINISTRATIVE SERVICES/TOWN TREASURER

SUBJECT: 1. ADOPTION OF PROPOSED RESOLUTION NO. 47/2015 FIXING COMPENSATION AND ESTABLISHING CERTAIN BENEFITS FOR NON-CLASSIFIED PART TIME EMPLOYEES OF THE FIRE DEPARTMENT AND RECREATION DEPARTMENT OF THE TOWN OF CORTE MADERA COMMENCING JULY 6, 2015

AND

2. APPROVAL OF SUPPLEMENTAL APPROPRIATIONS OF \$5,000 TO THE ADOPTED FY 2015-2016 BUDGET AND \$15,000 TO THE ADOPTED FY 2016-2017 BUDGET

PURPOSE:

To set compensation and benefits for Fire Department and Recreation Department Non-Classified Employees working no more than 950 hours per fiscal (07/01-06/30).

RECOMMENDATION:

Staff recommends that the Town Council adopt proposed Resolution No. 47/2015 in Attachment #1.

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
FIXING COMPENSATION AND ESTABLISHING CERTAIN BENEFITS FOR
NON-CLASSIFIED PART TIME EMPLOYEES OF THE FIRE DEPARTMENT
AND RECREATION DEPARTMENT OF THE TOWN OF CORTE MADERA
COMMENCING JULY 6, 2015

AND

APPROVE SUPPLEMENTAL APPROPRIATIONS OF \$5,000
TO THE ADOPTED FY 2015-2016 BUDGET AND
\$15,000 TO THE ADOPTED FY 2016-2017 BUDGET

OPTIONS:

The Town Council may either adopt the attached resolution as stated, adopt it with modifications, or take no action at this time.

TOWN MANAGER’S RECOMMENDATION:

Support Staff’s recommendation.

GENERAL PLAN:

Not applicable.

ENVIRONMENTAL IMPACT:

Not applicable.

FISCAL IMPACT:

FY 2015-2016	\$ 5,000
FY 2016-2017	\$15,000
FY 2017-2018	<u>\$25,000</u>
TOTAL	\$45,000

DISCUSSION:

Due to the enactment of the Healthy Workplace Healthy Family Act of 2014, effective July 1, 2015, it was decided to separate the part time employees working no more than 950 hours per fiscal year (07/01-06/30) in a separate resolution. When the Act became effective, some of the 40 to 60 part time employees were confused by the Mid-Management Resolution that included their wage rates. They questioned why they were not receiving the benefits that regular full time employees were receiving.

Although a labor market survey was conducted by the Personnel Analyst, it was found that no other agencies have a similar Volunteer Fire program to that of the Town of Corte Madera. All the employees in those agencies are full-time, benefitted staff positions except Tiburon which has a small monthly stipend that is provided for on call status employees. In addition, the classifications and the pay provided to employees in other agencies for similar Recreation classes of the Town of Corte Madera are so variable that no consistent labor market trends can be ascertained.

The wage rates for this group was last adjusted effective December 17, 2007 – 8 years ago. The proposed increases are modest and have little impact to the Town budget.



George T. Warman, Jr.
Director of Administrative Services/
Town Treasurer

ATTACHMENTS:

1. Proposed Salary Resolution

ATTACHMENT #1

Proposed Salary Resolution

RESOLUTION NO. 47/2015

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
FIXING COMPENSATION AND ESTABLISHING CERTAIN BENEFITS
FOR NON-CLASSIFIED PART TIME EMPLOYEES OF THE FIRE DEPARTMENT AND
RECREATION DEPARTMENT OF THE
TOWN OF CORTE MADERA
COMMENCING
JULY 6, 2015

RESOLVED, by the Town Council of the Town of Corte Madera that:

1. Compensation Schedule

The compensation schedule attached hereto and entitled "Compensation Schedule Non-Classified Part Time Employees" is hereby incorporated and adopted as the Compensation Schedule for the employees of the Town of Corte Madera shown therein beginning July 6, 2015.

2. Sick Leave

The State of California enacted the Healthy Workplace Healthy Family Act of 2014 (AB 1522) requiring that employees who, on or after July 1, 2015, work in California for 30 or more days within a year from the beginning of employment, are entitled to paid sick leave. Non-Classified Part Time Employees will earn one hour of paid leave for every 30 hours worked. Accrual begins the first day of employment or July 1, 2015, whichever is later. The employee may use accrued paid sick leave beginning on the 90th day of employment. Sick leave, with pay, shall be allowed only in case of necessity and actual personal sickness or disability and for necessary medical and dental appointments. In order to receive compensation while absent on sick leave as provided above, the employee shall notify his/her immediate supervisor at least 15 minutes prior to beginning his/her daily duties. An employee taking sick leave may be required to file a physician's certificate or other proof of illness with the Town Manager.

3. Repeal of Conflicting Resolution

Resolutions No. 04/2014, and any other resolution to the extent that it is inconsistent with the terms stated herein are hereby repealed and superseded by this Resolution, effective July 6, 2015.

BE IT FURTHER RESOLVED that the compensation herein fixed shall be effective as of July 6, 2015.

* * * * *

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Town Council of Corte Madera, at a regular meeting thereof held on the 1st day of December, 2015, by the following vote:

AYES, and in favor thereof, Councilmembers: Bailey, Condon, Furst, Lappert, Ravasio

NOES, Councilmembers: - None -

ABSENT, Councilmembers: - None -

ABSTAIN, Councilmembers: - None -


Carla Condon, Mayor

ATTEST:



Rebecca Vaughn, Town Clerk

COMPENSATION SCHEDULE – NON-CLASSIFIED PART TIME EMPLOYEES

Wage Range*
Effective 12/17/07

Fire

Volunteer Firefighter	\$10.00 Per Call/Per Call Back
Sleeper Shift – 12 hrs	\$120.00 plus \$10.00 per call

Recreation

Recreation Aide	\$10.00 - \$13.00/hr
Recreation Assistant	\$14.00 - \$22.00/hr.

Class Activity Instructor	Based on revenues and expenditures, according to Recreation Department Cost Recovery Program
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Wage Range*
Effective 01/04/16

Fire

Volunteer Firefighter	\$11.00 Per Call/Per Call Back
Sleeper Shift – 12 hrs	\$132.00 plus \$11.00 per call

Recreation

Recreation Aide	\$11.00 - \$14.00/hr
Recreation Assistant	\$15.00 - \$23.00/hr.

Class Activity Instructor	Based on revenues and expenditures, according to Recreation Department Cost Recovery Program
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COMPENSATION SCHEDULE – NON-CLASSIFIED PART TIME EMPLOYEES

Continued

Wage Range*
Effective 01/02/17

Fire

Volunteer Firefighter	\$12.00 Per Call/Per Call Back
Sleeper Shift – 12 hrs	\$144.00 plus \$12.00 per call

Recreation

Recreation Aide	\$12.00 - \$15.00/hr
Recreation Assistant	\$16.00 - \$24.00/hr.

Class Activity Instructor	Based on revenues and expenditures, according to Recreation Department Cost Recovery Program
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Wage Range*
Effective 01/01/18

Fire

Volunteer Firefighter	\$13.00 Per Call/Per Call Back
Sleeper Shift – 12 hrs	\$156.00 plus \$13.00 per call

Recreation

Recreation Aide	\$13.00 - \$16.00/hr
Recreation Assistant	\$17.00 - \$25.00/hr.

Class Activity Instructor	Based on revenues and expenditures, according to Recreation Department Cost Recovery Program
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*Movement through the wage range is determined by the Town Manager in consultation with the respective Department Heads.