

# NOT YET APPROVED

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE COUNCIL OF THE CITY OF PALO ALTO  
ADOPTING A COMPENSATION PLAN FOR REPRESENTED  
HOURLY EMPLOYEES (SEIU HOURLY UNIT) AND  
RESCINDING RESOLUTION 8576

The Council of the City of Palo Alto does RESOLVE as follows:

SECTION 1. Pursuant to the provisions of Section 12 of Article III of the Charter of the City of Palo Alto, the SEIU Hourly Employee Compensation Plan, as set forth in Exhibit "A" attached hereto and made a part hereof by reference, is hereby adopted for Represented Hourly Employees (SEIU Hourly Unit) effective April 30, 2006 through June 30, 2009.

SECTION 2. The Compensation Plan adopted herein shall be administered by the City Manager in accordance with the Merit System Rules and Regulations.

SECTION 3. The Compensation Plan shall continue in effect until amended or revoked by the Council.

SECTION 4. The Director of Administrative Services hereby is authorized to implement the Compensation Plan adopted herein in his preparation of forthcoming payrolls. He is further authorized to make changes in the titles of employee classifications identified in the Table of Authorized Personnel contained in the 2006-2009 budget, if such titles have been changed in the Compensation Plan.

SECTION 5. Resolution No. 8576 is hereby rescinded.

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CITY OF PALO ALTO  
COMPENSATION PLAN

SEIU HOURLY UNIT EMPLOYEES

EFFECTIVE: Pay period including May 1, 2007  
Through June 30, 2009

## COMPENSATION PLAN FOR THE CITY OF PALO ALTO

### SEIU Hourly Unit Personnel

#### SECTION I. SALARY

##### A. Salary Range Tables

Personnel covered by this plan shall receive compensation within the salary ranges set forth in the Salary Range Tables that follow in Appendix A. These tables reflect the following: Effective January 6, 2007 the base wage rates for classifications listed in Appendix A will receive an across the board wage increase of one percent (1.0%). The January 6, 2007 wage increase shall apply to bargaining unit employees who worked a minimum of 416 hours during FY 2006-07. Effective July 1, 2007, the base wage rates for those classifications shall be increased three and one-half percent (3.5%). Effective July 1, 2008, the base wage rates for those classifications shall be increased three percent (3.0%).

##### B. Establishment of Salary

The City Manager is authorized to make appointments to or advancements with the prescribed ranges upon evaluation of employee qualification and performance.

Hourly employees are to be given a performance review after 416 hours, or six months, whichever occurs first, from date of hire and annually thereafter. Improvement, efficient and effective service will warrant a salary step increase. Subsequent salary reviews are based on performance appraisals and will depend upon demonstrated satisfactory job performance.

#### SECTION II. BENEFITS

##### A. Medical Insurance Plan

In lieu of providing a medical plan, effective July 1, 2006, each employee shall receive two dollars forty-six cents (\$2.46) per hour in paid status as a medical stipend. Effective July 1, 2007 this stipend will increase by thirteen cents (\$0.13) to two dollars fifty-nine cents (\$2.59) per hour. Effective July 1, 2008 this stipend shall increase by an additional thirteen cents (\$0.13) per hour to two dollars seventy-two cents (\$2.72) per hour worked.

If the State of California or federal government adopt or mandate a plan that requires the City to pay in whole or in part for medical services or coverage for employees in the bargaining unit, the stipend provided in this paragraph shall be reduced or cease to the

extent of required payments toward the state or federal plan, as applicable. Before implementation of the change the City shall notify the Union of the amount of the offset and provide it an opportunity to meet to discuss the calculation of the amount. Such discussion shall occur within fifteen (15) working days after the City gives notice to the Union. The City's calculation of the amount of the offset shall be based on the aggregate number of hours worked in the bargaining unit during the fiscal year preceding that in which the state or federal plan takes effect.

B. Sick Leave

Effective July 1, 2005, the City shall provide each employee with paid sick leave, earned on the basis of 0.03 hours for each hour paid. There will be no pay out of sick leave upon the employee's termination. A maximum of 15 hours per year of sick leave may be used to care for family members, including a registered domestic partner.

C. Retirement

Employees in the Hourly Unit shall participate in the City of Palo Alto PST (Part-time, Seasonal and Temporary Employees) Retirement Plan. The plan was adopted by the City on June 25, 1994 as a retirement plan alternative for its part-time, seasonal and temporary employees to replace Social Security. All hourly employees are required to contribute 7.5% of their salary into the PST Retirement Plan.

D. Industrial Temporary Disability

1. While temporarily disabled, employees shall be entitled to use accrued sick leave for the first three (3) days following the date of injury and thereafter shall be paid based upon hourly salary for a period not to exceed fifty-seven (57) calendar days, unless hospitalized, in which case employees shall be paid full base salary for a period not to exceed sixty (60) days from date of injury.
2. For any temporary disability continuing beyond the time limits set forth in (a) above, employees shall be paid two-thirds (66 2/3%) of their hourly salary at the time of injury for the duration of such temporary disability in conformance with the State law.
3. In case of Subsection (1) above, the employee will continue to accrue sick leave benefits. In the case of Subsection (2), sick leave benefits shall not be accrued.

### SECTION III. SPECIAL COMPENSATION

Personnel covered by this compensation plan, in addition to the salary set forth in Section I and Benefits in Section II above, may receive special compensation as follows. Eligibility shall be in conformance with the Merit Rules and Regulations and Administrative Directives issued by the City Manager for the purposes of clarification and interpretation.

A. Overtime

An employee will receive overtime at the rate of time and one-half for all hours paid after 40 hours in a workweek.

B. Working Out of Classification

The term "working out of classification" is defined as a Management authorized assignment to a budgeted Hourly or Classified position on a temporary basis wherein all significant duties are performed by an individual holding a classification within a lower compensation range. Pay for working out of classification shall be as follows:

Employees appointed to "working out of classification" basis will receive acting pay within the range of the higher classification beginning on the sixth consecutive work day of the assignment.

Pay for work out of class will be determined by the salary step of the higher classification which the employee would be compensated if permanently appointed to that classification.

Out-of-classification provisions do not apply to work assignments performed in connection with specific predetermined apprenticeship or training programs, or declared conditions of public peril and/or disaster.

C. Call-Out Pay

Employees not otherwise excluded from receiving overtime pay and who are called out to perform work shall be compensated for at least two hours' pay from the time of the call-out for each occurrence at the appropriate overtime rate.

D. Uniforms

The City will provide uniforms, coveralls or shop coats on a weekly basis, or as otherwise furnished, for the jobs and/or classifications that the City requires such apparel.

The City shall reimburse employees 75 percent of the cost of job required safety shoes upon verification of such purchase by the employee.

The City will provide rainy weather protection when and where appropriate.

E. Parking

Employees are covered by the City's administrative policy for Hourly Parking permits.

## Appendix A

### Job Classifications and Salary for Hourly Unit Personnel- Effective 7/1/07 (3.5%)

#### **Administrative Specialist I - H**

Performs administrative work that requires advanced skills or knowledge in support of a department/division or program.

Step 1	Step 2	Step 3	Step 4	Step 5
\$19.92	\$21.08	\$22.31	\$23.59	\$24.97

#### **Administrative Specialist II – H**

Performs more complex administrative work that requires advance skills or knowledge in specialized software programs and data analysis in specialized areas in support of a department/division or program. Two years of experience equivalent to that of an Administrative Specialist I.

Step 1	Step 2	Step 3	Step 4	Step 5
\$23.79	\$25.17	\$26.64	\$28.17	\$29.81

#### **Assistant Park Ranger - H**

Positions requiring at least 2 years of experience and specialized skills or advanced certificates for First Aid, CPR, and heavy equipment operation. Prior experience as an open space technician or park aide is essential.

Step 1	Step 2	Step 3	Step 4	Step 5
\$19.93	\$21.10	\$22.32	\$23.60	\$24.97

#### **Building Serviceperson – H**

Under limited supervision, performs custodial duties and other related work as required to maintain City buildings and facilities in a clean and orderly condition. Members of this classification may be assigned to perform either public works duties or park duties. Two years of experience equivalent to that of a Custodial Assistant.

Step 1	Step 2	Step 3	Step 4	Step 5
\$18.78	\$19.78	\$20.81	\$21.91	\$23.06

#### **Clerical Assistant - H**

Under supervision, performs routine and repetitive computer inputting and clerical tasks, and performs related work as required. May require cash handling.

Step 1	Step 2	Step 3	Step 4	Step 5
\$16.14	\$17.08	\$18.07	\$19.12	\$20.23

**Custodial Aide - H**

Under close supervision, this entry-level position performs basic custodial duties as required to maintain City buildings and facilities, performs room set-ups and take-downs, and other related work.

Step 1	Step 2	Step 3	Step 4	Step 5
\$13.04	\$13.80	\$14.59	\$15.44	\$16.34

**Custodial Assistant - H**

Under general supervision, performs custodial duties and other related work as required to maintain City buildings and facilities in a clean and orderly condition. Members of this classification may be assigned to perform either public works duties or parks duties.

Step 1	Step 2	Step 3	Step 4	Step 5
\$15.25	\$16.14	\$17.07	\$18.06	\$19.11

**House Manager - H**

Facility supervisor of special events, productions, concerts, rentals – etc. Involves high public contact and customer service, including enforcement of rules and regulations. May included set-up of events.

Step 1	Step 2	Step 3	Step 4	Step 5
\$15.00	\$15.87	\$16.79	\$17.76	\$18.80

**Instructor Aide - H**

Under general supervision, performs administrative work in support of Instructors in areas such as course preparation, classroom assistance and related activities. May require lifting up to 15 pounds.

Step 1	Step 2	Step 3	Step 4	Step 5
\$9.04	\$9.56	\$10.12	\$10.70	\$11.33

**Instructor I - H**

Under general supervision, prepares classes, programs and camp curriculum, presents classes and field trips and provides assignments to Instructor Aides and volunteers. Requires previous teaching experience. Requires prior in-depth knowledge of the disciplines to be taught. May require lifting up to 15 pounds.

Step 1	Step 2	Step 3	Step 4	Step 5
\$15.01	\$15.88	\$16.80	\$17.78	\$18.81

**Instructor II - H**

Under limited supervision, prepares classes, programs and camp curriculum, presents classes and field trips and provides assignments to Instructor Aides and volunteers. Requires previous teaching experience. Requires prior in-depth knowledge of the

disciplines to be taught. Two years of experience equivalent to that of an Instructor I. May require lifting up to 15 pounds.

Step 1	Step 2	Step 3	Step 4	Step 5
\$22.93	\$24.37	\$25.67	\$27.16	\$28.74

**Librarian - H**

Under supervision, assists customers with reference inquiries, provides instruction in the use of library resources and equipment.

Step 1	Step 2	Step 3	Step 4	Step 5
\$24.22	\$25.62	\$27.12	\$28.68	\$30.35

**Library Clerk - H**

Under close supervision, performs technical and clerical tasks; assists customers with their accounts; shelves materials.

Step 1	Step 2	Step 3	Step 4	Step 5
\$18.03	\$19.08	\$20.19	\$21.36	\$22.59

**Library Page - H**

Under close supervision, shelves materials; performs routine clerical and support tasks.

Step 1	Step 2	Step 3	Step 4	Step 5
\$11.05	\$11.69	\$12.37	\$13.09	\$13.84

**Maintenance Assistant - H**

Under general supervision, responsible for skilled and semiskilled tasks in one or more of the following areas:

- Landscape and turf maintenance of parks and golf courses, including tree maintenance and turf renovation
- City building and facilities
- City streets, sewers, and storm drains
- City vehicles and equipment

Performs related tasks as required. Requires experience with power equipment and a valid California driver's license. May require drug testing.

Step 1	Step 2	Step 3	Step 4	Step 5
\$14.51	\$15.36	\$16.24	\$17.19	\$18.18

**Open Space Technician - H**

Under general supervision performs work assignments in Parks and Open Space areas that assist in the protection, preservation and maintenance of Palo Alto open space lands. Entry-level positions that require familiarity with power tools such as weed whips and chain saws.

Step 1	Step 2	Step 3	Step 4	Step 5
\$14.51	\$15.36	\$16.24	\$17.19	\$18.18

**Print Shop Assistant - H**

Under supervision, provides assistance in the Print Shop in duplication, finishing work, mail distribution and other support function duties, often under tight deadlines.

Step 1	Step 2	Step 3	Step 4	Step 5
\$18.03	\$19.08	\$20.19	\$21.36	\$22.59

**Project Construction Inspector - H**

Inspection of City construction projects to ensure conformance with plan and specifications, documentation of contractor's daily activities, verification of materials and quantities used, and notification to and contact with the residents in the project area.

Step 1	Step 2	Step 3	Step 4	Step 5
\$26.09	\$27.61	\$29.21	\$30.90	\$32.69

**Project Specialist - H**

Support for and administrative tasks related to City programs and projects on an ongoing basis, requiring technical and administrative skills such as scheduling, research and report writing, project development and design, ongoing project implementation and administration, and budget tracking and conformance.

Step 1	Step 2	Step 3	Step 4	Step 5
\$19.93	\$21.10	\$22.32	\$23.60	\$24.97

**Recreation Aide - H**

Provides general clerical and unskilled labor/support of recreational programs.

Step 1	Step 2	Step 3	Step 4	Step 5
\$9.04	\$9.56	\$10.12	\$10.70	\$11.33

**Recreation Leader I - H**

Entry level positions that do not require previous experience including:

- Teen leaders
- Gymnastics Instructors
- Sports Camp Assistants
- Special Event Assistants
- Summer Camp Counselors
- Coaches

Step 1	Step 2	Step 3	Step 4	Step 5
\$9.04	\$9.56	\$10.12	\$10.70	\$11.33

### **Recreation Leader II - H**

Positions require at least one season of experience and certifications in a related field including:

- Sports Camp Leaders (CPR and First Aid)
- Sport Officials (CPR and First Aid)
- Assistant Pool Manager
- Senior Swim Instructor/Lifeguard (Lifeguard Training, First Aid and CPR)
- Summer Camp Assistants
- Coaches

Step 1	Step 2	Step 3	Step 4	Step 5
\$12.23	\$12.94	\$13.69	\$14.49	\$15.32

### **Recreation Leader III - H**

Positions require at least 2 years of experience and specialized skills or advanced certifications in a related field including:

- Summer Camp Leaders
- Teen Outreach Leaders
- Coaches
- Substitute Teachers
- Sports Camp Leaders (CPR and First Aid)
- Sport Officials (CPR and First Aid)
- Pool Manager
- Gymnastic/Dance Instructors (Recreation Leader II requirements and Safety Certification and one of the following certifications: Professional Development Program II, Kinder Accreditation for Teachers or Movement Education and Learning Development.)

Step 1	Step 2	Step 3	Step 4	Step 5
\$15.21	\$16.09	\$17.03	\$18.01	\$19.06

### **Stock Clerk - H**

Under supervision, performs a variety of inventory maintenance functions including receiving, storing, and delivering supplies. Includes maintaining and reviewing computerized inventory records; performs other related work as required.

Step 1	Step 2	Step 3	Step 4	Step 5
\$14.43	\$15.26	\$16.15	\$17.08	\$18.07

### **Swim Instructor/Lifeguard - H**

Monitors pool activities to enforce regulations and prevent accidents, rescue swimmers in distress, conducts swimming lessons in accordance with American Red Cross or other national recognized aquatics programs and performs other related duties as required. Certificates in Lifeguard Training, First Aid and CPR required.

Step 1  
\$19.93

Step 2  
\$21.10

Step 3  
\$22.32

Step 4  
\$23.60

Step 5  
\$24.97

Step 1	Step 2	Step 3	Step 4	Step 5
\$10.31	\$10.90	\$11.54	\$12.21	\$12.91

**Technical Specialist - H**

Under general supervision, responsible for work that requires technical skills associated with one or more of the following areas: drafting/CAD, electronics, computer systems, engineering, environmental science, or planning.

Step 1	Step 2	Step 3	Step 4	Step 5
\$16.14	\$17.08	\$18.06	\$19.12	\$20.23

**Theatre/Arts Professional I - H**

Under general supervision, performs highly skilled jobs in support of performing and visual arts. Examples would include exhibit design and installation, graphic design, theater scene, costume & lighting design and direction, studio supervision, etc.

Step 1	Step 2	Step 3	Step 4	Step 5
\$18.84	\$19.93	\$21.08	\$22.31	\$23.60

**Theatre/Arts Professional II - H**

Under limited supervision, performs highly specialized jobs in support of performing and visual arts. Examples would include exhibit design and installation, graphic design, theater scene, costume & lighting design and direction, studio supervision, etc. Two years of experience equivalent to that of a Theatre/Arts Professional I.

Step 1	Step 2	Step 3	Step 4	Step 5
\$22.93	\$24.26	\$25.67	\$27.16	\$28.74

**Theatre/Arts Technician - H**

Under supervision, performs paraprofessional and skilled support to a specific performing or visual arts program area such as lighting, props, building, painting, stitching – etc.

Step 1	Step 2	Step 3	Step 4	Step 5
\$13.38	\$14.15	\$14.97	\$15.84	\$16.76

**Theatre/ Arts Aide - H**

Under general supervision, performs general unskilled and some semiskilled tasks in support of theater, arts and museum programs.

Step 1	Step 2	Step 3	Step 4	Step 5
\$8.82	\$9.33	\$9.88	\$10.45	\$11.06

**Zoological Assistant - H**

Under supervision, performs assignments that assist in the maintenance, control, and shelter of animals in the zoo and other City facilities.