



Date: 01/29/07

## Living Wage and Leave for Designated City Employees

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### I. Purpose

This policy establishes the City's guidelines for administering wages and leave for the following City employees covered under Chapter 2.70 of the Municipal Code, known as the "City of Petaluma Living Wage Ordinance", i.e., employees occupying the positions of Building Attendant, Marina Attendant, Ramp Attendant and Tiny Tot Teacher 1 on a part-time basis. These positions have been identified as on-going (not temporary or seasonal) positions which meet the requirements of the City of Petaluma Living Wage Ordinance ("Ordinance").

### II. Compensation Paid to Employees

The City does not provide part-time employees with medical benefits, so the City shall pay these designated employees an hourly wage of \$13.20, as required by the Ordinance.

### III. Paid Leave

Regular full-time City employees are entitled to up to one hundred and seventy-six (176) hours of leave in a calendar year for sick leave, vacation, or personal necessity. Up to ninety-six (96) hours of the required leave shall be paid at the employee's regular hourly rate. Up to eighty (80) hours of the required 176 hours of leave shall be unpaid.

The designated part-time employees covered by this policy shall accrue paid and unpaid leave pro-rated to the number of hours worked in a calendar year.

The employee accrues paid leave each calendar year. Accrual rate of paid leave shall be at the rate of .0461 hour for each hour worked up to a maximum of ninety-six (96) hours in the calendar year. Any accrued paid leave shall be used by the end of the calendar year or shall be paid in a lump sum. Employees may not carry over accrued paid leave into the new calendar year.

Employees may take accrued paid leave only with supervisory approval after accruing the leave.

Employees who leave City employment during the calendar year shall be paid for all accrued paid leave earned at the time of separation.

Accrual rate of unpaid leave shall be at the rate of .0385 hour for each hour worked up to a maximum of eighty (80) hours in the calendar year. Accrued unpaid leave may be taken only with supervisor approval for sick leave, vacation, or personal necessity. Any accrued unpaid leave shall be used by the end of the calendar year. Employees may not carry over accrued unpaid leave into the new calendar year.

In accordance with Labor Code section 233, the employee may use, in any calendar year, the employee's accrued and available paid and or unpaid leave, to attend to an illness of a child, parent, spouse or domestic partner of the employee.

**IV. Retaliation and Discrimination Prohibited**

Any retaliation and discrimination against any employee on account of his or her having claimed a violation of the Living Wage and Leave for City Employees Administrative Policy is prohibited.

**V. Employee Complaints to the City**

An employee who alleges violation of any provision of this Administrative Policy may report such acts to the Human Resources Manager. The Human Resources Manager may establish a procedure for receiving and investigating such complaints and take appropriate enforcement action.

Approved:



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Michael A. Bierman, City Manager

Established: 01/29/07