CITY COUNCIL RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE, CALIFORNIA, ESTABLISHING A CLASSIFICATION AND COMPENSATION POLICY FOR PART-TIME EMPLOYEES OF THE CITY OF IRVINE, AND SUPERSEDING RESOLUTION NO. 25-13 EFFECTIVE THE PAY PERIOD THAT INCLUDES AUGUST 12, 2025

WHEREAS, the City of Irvine has established a classification and compensation policy for part-time employees.

NOW, THEREFORE, the City Council of the City of Irvine DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. CLASSIFICATION AND PAY STRUCTURE

Part-time classification titles shall be set forth in Attachment I effective August 12, 2025. The minimum and maximum hourly rates for part-time classifications shall be as set forth in the applicable salary resolution adopted for all City Employees. Part-time positions with full-time classification titles shall have minimum and maximum hourly rates which are the hourly equivalent to the salary range for the corresponding full-time classifications.

Wage and Salary Range Adjustment

Effective the pay period that includes November 12, 2022, the salary of the employees covered by this Resolution shall be increased by eleven percent (11%).

Effective the pay period that includes July 1, 2024, the salary of the employees covered by this Resolution shall be increased by three and one-half percent (3.5%).

Effective the pay period that includes July 1, 2025, all employees covered by this Resolution shall be provided with an additional one and one-half percent (1.5%) base salary increase. This will be in addition to the previously approved and currently planned base salary increase of three and one-half percent (3.5%) that has already been scheduled to take effect for the pay period including July 1, 2025, for a total of five percent (5%) base salary increase. The bottom of the range will move up five percent (5%) commensurate with this change.

Effective the pay period including July 1, 2026, the salary range for each classification covered under this agreement shall be increased by five percent (5%). The bottom of the range will move up five percent (5%) commensurate with this change.

Effective the pay period including July 1, 2027, the salary range for each position covered under this agreement shall be increased by five percent (5%). The bottom of the range will move up five percent (5%) commensurate with this change.

Effective the pay period including July 1, 2028, the salary range for each classification covered under this agreement shall be increased by five percent (5%). The bottom of the range will move up five percent (5%) commensurate with this change.

SECTION 2. PERFORMANCE REVIEW SYSTEM FOR PART-TIME EMPLOYEES

Part-time and Extended Part-time employees, with the exception of Council Executive Assistants, Crossing Guards, Technical Reserves, Seasonal Employees and CalPERS Retired Annuitants will receive performance reviews and merit adjustments at six (6) months and annually thereafter. Recommended merit adjustments must be based upon written performance evaluations. The following performance rating categories will be used.

| Salary Placement in Pay Grade | Performance Level | Pay Increase |
|---|---|---|
| Less than Maximum | Unsatisfactory or Needs Development | 0% |
| Less than Maximum | Accomplished Standards and Above | 5% base adjustment, limited to maximum of pay grade |
| Greater than or Equal to the Maximum Range | | 0% |

SECTION 3. RETIREMENT PLAN

In accordance with the Social Security Act, 26 U.S.C. § 3121(b)(7)(f), part-time employees will be eligible to participate in a qualified retirement plan of the City's choice.

1. 2003 Implementation of CalPERS Option in the City of Irvine (Applicable to part-time employees hired prior to June 30, 2003)

   A. PARS I: All part-time employees designated as Extended Part-time who work 1,000 hours or more per fiscal year, or an average of 20 hours per week on a regular fiscal year-round basis, and who elected to decline the CalPERS benefits shall be enrolled in the PARS I plan.

      1) The PARS I retirement plan shall be provided through participation in the Public Agency Retirement Systems Trust. The plan is in compliance with the Omnibus Reconciliation Act of 1990.

      2) Once a member of the PARS I plan, such participation shall continue until the employee terminates employment with the City for any reason.

      3) Contribution Rates:
         The following employee and employer contribution formulas shall be in effect for the PARS I plan:

         Employee Contribution: 4.3%
         Employer Contribution: 3.2%

   B. CalPERS: For all part-time employees designated as Extended Part-time who work 1,000 hours or more per fiscal year, or an average of 20 hours per week

on a regular fiscal year-round basis, who elected to waive their rights to the Public Agency Retirement Systems Trust (PARS I) and who elected to transfer to the CalPERS program:

1) The City's contract with CalPERS shall include the following options:
   a. 2.7% @ 55 Full Formula for Local Miscellaneous Members (Cal. Govt. Code Section 21354.5)
   b. One Year Final Compensation (Cal. Govt. Code Section 20042)
   c. Military Service Credit as Public Service (Govt. Code Section 21024), in which the employee pays the entire cost
   d. Improved Non-Industrial Disability Allowance (Cal. Govt. Code Section 21427)
   e. 4th Level 1959 Survivor Benefits (Govt. Code Section 21574)
   f. Limit Prior Service to Members Employed on Contract Date (Govt. Code Section 20938)
   g. The CalPERS vesting schedule will apply (Cal. Govt. Code Section 21060).
   h. All eligible part-time employees shall be members of CalPERS, unless they elected to decline the CalPERS benefits through the irrevocable election process. All employees covered by CalPERS shall no longer be entitled to any benefits past, present or future, provided under the PARS I plan referenced in Section 3.1.A.
   i. Once a member of the CalPERS plan, such participation shall continue until the employee terminates employment with the City for any reason.

C. PARS II: All part-time employees who were not eligible to enroll in the CalPERS or PARS I plan were enrolled into the City's PARS II Plan.

2. Ongoing Retirement Plan Eligibility (Applicable to part-time employees hired July 1, 2003, and after)

A. PARS II: Part-time employees hired on or after July 1, 2003, who do not qualify for CalPERS membership (are not members of CalPERS from previous employment and or do not work 1,000 hours or more in a fiscal year or an average of 20 hours per week on a regular fiscal year-round basis) shall be enrolled by the City in the Public Agency Retirement Services (PARS II) plan.

1) Participation in the PARS II plan shall continue until the employee terminates employment or becomes a CalPERS eligible part-time employee for any reason.

2) Contribution Rates:
   The following employee and employer contribution formulas shall be in effect for the PARS II plan:

   Employee Contribution: 4.3%
   Employer Contribution: 3.2%

B. CalPERS:

1) Eligible Employees: All eligible part-time employees hired on or after July 5, 2003, the effective date of the CalPERS contract, shall become members of the CalPERS Retirement Program. Eligible employees include:

a. Employees appointed to an Extended Part-time position.
b. Part-time employees who work 1,000 hours or more in a fiscal year, or an average of 20 hours per week on a regular fiscal year-round basis.
c. Part-time employees who are members of CalPERS based on previous employment.
d. CalPERS member employees who separate from the City of Irvine and then return to work in the City in a PERS eligible position will be enrolled in their original PERS tier.

2) Contribution Rates:

a. The full eight percent (8%) cost of the CalPERS member contribution will be paid by the employee.
b. Effective April 14, 2012, the City implemented the 2% @ 55 retirement program with the average of the three highest paid consecutive years for new hires. Employees in the 2% @ 55 plan will pay the full 7% Member Contribution for the entire term of their employment.
c. Effective January 1, 2013, all “new members” within the meaning of the California Public Employees’ Pension Reform Act of 2013 hired by the City will become members of the City’s Tier 3 plan; 2% at 62 retirement program with highest average annual pensionable compensation earned during a period of at least 36 consecutive months.
d. Employees will pay the full employee contribution, which will be one-half the normal rate as determined by CalPERS and there shall be no employer payment of any of the required employee contribution.
e. Effective the pay period including July 1, 2024, all Classic and PEPRA members shall contribute through payroll deductions an amount equal to one-half percent (0.5%) of compensation earnable as cost sharing of the City’s required contribution to CalPERS under Government Code Section 20516(f).
f. Effective the pay period including July 1, 2025, all Classic and PEPRA members shall contribute through payroll deductions an additional one-half percent (0.5%) of compensation earnable as cost sharing of the City’s required contribution to CalPERS under Government Code Section 20516(f) for a total of one percent (1%).

C. Retired Annuitants: Retired annuitants are CalPERS retirees who work part–time and are limited to working 960 or fewer hours in a fiscal year. As retired members of CalPERS, these employees are considered to be participants of a qualified retirement plan and therefore will not be enrolled by the City in any additional retirement plan limited to the guidelines set forth by CalPERS.

SECTION 4. DESIGNATION OF PART-TIME EMPLOYEES

All part-time employees shall be "at-will" and serve at the pleasure of the appointing authority. Part-time employees appointed to assignments which require a minimum of thirty (30) hours of work per week on a permanent year-round basis shall be called "extended" part-time employees for the purposes of this Resolution.

Extended part-time employees will be eligible to receive compensation benefits as identified in SECTION 5 of this Resolution. All part-time employees shall be eligible to receive additional compensation benefits as identified in SECTION 6 of this Resolution.

Council Executive Assistants shall be classified as part-time employees and subject to the provisions of the Resolution of the City Council of the City of Irvine Establishing Administrative Policies and Procedures for Council Executive Assistants. Council Executive Assistants that consistently work an average of 30 hours shall be eligible to receive benefits consistent with EPT benefits.

Crossing Guards are compensated on a daily stipend basis and are not eligible for vacation or holiday benefits. Crossing Guards are paid only for days worked and earn the full daily stipend amount for completing a full daily work shift or half the daily stipend for completing only half of the daily work shift. Crossing Guards hired prior to 1996 shall be paid at the Tier II stipend rate. All other Crossing Guards shall be paid at the Tier I stipend rate. Crossing Guards are eligible to participate in the PARS retirement plan in accordance to Section 3 of this Resolution, in the Medical Insurance program in accordance with Section 5.1. of this Resolution.

SECTION 5. COMPENSATION COMPONENTS FOR EXTENDED PART-TIME PERSONNEL

Extended part-time employees shall receive additional compensation benefits as follows:

1. Medical Insurance:

   A. Health Insurance:

      The City shall provide the option to employees to enroll in an indemnity medical insurance plan or Health Maintenance Organization (HMO).

   B. The total cost to the City for medical insurance coverage for employee only shall not exceed 50% of the monthly premium.

   C. The City shall provide the option to employees, who have enrolled in the HMO plan, to purchase HMO medical insurance for their dependents. The total cost of the additional premium shall be borne by the employee.

   D. The City shall provide the option to employees to enroll in a dental Health Maintenance Organization for employees only. The total cost shall be borne by the employee.

2. Vacation:

All extended part-time employees shall accrue vacation benefits on an annual basis as follows:

| Years of Service | Annual Vacation Credits |
|---|---|
| 1 through 3 | 60 hours |
| after 3 through 10 | 90 hours |
| after 10 years or more | 120 hours |

Employees may not accrue more than forty (40) hours of additional vacation beyond the annual rate at which they are eligible to earn vacation credits. When an employee earns vacation in excess of the maximum accrual, the employee shall be paid for vacation during the pay period earned and at the employee's base rate of pay.

The time during a calendar year at which an employee may take her/his vacation shall be determined by the Department Director with due regard for the wishes of the employee and particular regard for the needs of the City.

In the event one or more municipal holidays fall within an annual vacation leave, such holidays, if normally scheduled to work, shall not be charged as vacation leave, but rather as holidays.

Extended part-time employees who terminate employment shall be paid in a lump sum for all accrued, but not used, vacation leave earned prior to the effective date of termination.

3. Vacation Buyback:

On or before the pay period which includes December 15 of each calendar year**,** an employee may make an irrevocable election to cash out up to twenty (20) hours of accrued vacation (in whole hour increments) which will be earned in the following calendar year at the employee's base rate of pay. The employee will receive cash for the amount of vacation the employee irrevocably elected to cash out in the prior year. Payment will be made by Thanksgiving. However, if the employee's vacation leave balance is less than the amount the employee elected to cash out (in the prior calendar year) the employee will receive cash for the amount of leave the employee has accrued at the time of the cash out.

4. Paid Sick Leave:

A. Extended part-time employees shall accrue paid sick leave credits at the rate of six (6) hours per month (2.77 hours per pay period).

B. Part-Time employees who qualify for paid sick leave under SB 616 shall receive paid sick leave annually in the pay period that includes January 1.

Crossing guards who qualify for paid sick leave under SB 616 shall receive paid sick leave annually in the pay period that includes January 1. Retired annuitants are not eligible to receive paid sick leave benefits under SB 616. Eligible employees may begin using paid sick leave after 90 days of employment with the City.

1) Eligible part-time employees shall receive forty (40) hours of paid sick leave annually.
2) Crossing guards shall receive the equivalent of five (5) shifts of paid sick leave annually. Crossing guards who are hired after January 1, will receive a prorated amount of one shift for every four months. A crossing guard who uses paid sick leave must use a minimum of one-half a stipend.
3) Paid sick leave will not be considered hours worked for purposes of overtime calculation. Employees will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement, or other separation from employment from the City.
4) If an employee separates from the City and is rehired within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated to the extent required by law. However, if a rehired employee had not met the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement prior to using paid sick leave.

C. In accordance with California's Paid Sick Leave law, an employee may use accrued paid sick leave for one of the following reasons:

1) For the employee's own diagnosis, care, or treatment of an existing health condition or preventative care.
2) For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including: Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.), spouse or Registered Domestic Partner, parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), grandparent, grandchild or sibling.
3) To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services: A temporary restraining order or restraining order, other injunctive relief to help ensure the health, safety or welfare of themselves or their children, to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking, to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking, to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking, to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

An employee shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (*e.g.,* doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor with one (1) hour after the time set for beginning their daily duties, or as may be specified by the head of their department.

An employee receiving temporary disability payments while in the Workers' Compensation Program may use a pro-rated amount of accumulated leaves to supplement temporary disability payments in order to continue to maintain her/his regular income. Employees must use their accrued sick leave (until this sick leave is exhausted) prior to use of other leaves. Under circumstances in which an employee receives benefits over and above their regular income, the employees shall submit the excess amount to the Finance Officer.

An employee may be required to provide a doctor's release to return to work following an illness or injury resulting in an inability to perform assigned duties.

5. Parenthood Leave:

An extended part-time employee will be granted parenthood leave of absence with pay not to exceed 160 hours per year upon presentation of evidence to his/her department director of the birth or adoption of the employee's child or children. Any such leave must be taken within one year of the birth or adoption of the employee's child or children.

6. Holidays:

The holidays to be observed by the City shall be as follows:

New Year's Day
Martin Luther King Jr. Day
Washington's Birthday
Memorial Day
Juneteenth
Independence Day (4th of July)
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Prior to the beginning of the calendar year, Human Resources will designate and announce the dates on which the above referenced holidays shall be observed. Human Resources may designate alternate dates the City will observe holidays in order to occur in conjunction with the Holiday Leave benefit provided below.

Employees, who are assigned to a 7-day work schedule, as designated by their department, shall observe holidays on the same days as employees who are not assigned to a 7-day work schedule with the following exceptions;

New Year's Day
Juneteenth
Independence Day (4th of July)
Christmas Eve
Christmas Day

In this case, employees shall observe the holiday on the actual day of the holiday.

Extended part-time employees scheduled off their regularly scheduled shift due to a holiday shall receive holiday pay equivalent to their regularly scheduled shift. An employee must be paid for all of the regularly scheduled workday immediately prior to a holiday and the regularly scheduled workday immediately after that holiday in order to receive holiday pay.

Holidays falling on Sunday shall be observed on the following Monday. Holidays falling on Saturday shall be observed on the preceding Friday unless this, too, is a holiday and then one day sooner.

Extended part-time employees assigned to work on authorized holidays shall receive regular paid holiday compensation and compensation for actual hours worked.

Holiday Leave

Effective in December 2017 and each year thereafter, extended part-time employees in the unit will not be required to come to work and will be provided with three days of paid leave to be used in the pay period that includes the Christmas Eve, Christmas Day and New Year's Holidays. The dates of the three "Holiday Leave" days will be designated annually by Human Resources. Employees will be provided with three days of paid leave based on the number of hours they are regularly scheduled to work on designated "Holiday Leave" days. Employees must use this leave on the designated days unless directed to work by the Department Director or designee. In cases where the employee is directed to work on such days, the employee will be credited with leave in an amount equivalent to what they would have used had they not been directed to work. Such leave shall have no cash value and will expire if not utilized within the pay period that includes November 30 of the following year.

Extended part-time employees wanting to take additional days off in conjunction with the observed Holidays and designated Holiday Leave Days must utilize other accrued leave in accordance with existing rules
For 2025, the following shall be observed:
Monday 12/22 – Holiday Leave

Tuesday 12/23 – Holiday Leave
Wednesday 12/24 – Christmas Eve
Thursday 12/25 – Christmas Day
Friday 12/26 – Holiday Leave

For 2026, the following shall be observed:
Monday 12/21 – Holiday Leave
Tuesday 12/22 – Holiday Leave
Wednesday 12/23 – Holiday Leave
Thursday 12/24 – Christmas Eve
Friday 12/25 – Christmas Day

For 2027, the following shall be observed:
Monday 12/20 – Holiday Leave
Tuesday 12/21 – Holiday Leave
Wednesday 12/22 – Holiday Leave
Thursday 12/23 – Christmas Eve
Friday 12/24 – Christmas Day

For 2028, the following shall be observed:
Monday 12/25 – Christmas Eve
Tuesday 12/26 – Christmas Day
Wednesday 12/27 – Holiday Leave
Thursday 12/28 – Holiday Leave
Friday 12/29 – Holiday Leave

7. Personal Leave

Effective January 1, 2024, and annually thereafter, extended part-time employees shall receive a Personal Leave Benefit of twenty (20) hours per year. Such leave shall be available for employees to use from the beginning of the first pay period beginning in the calendar year through the end of the last pay period beginning in the calendar year. Such hours shall not accrue from year to year. This leave has no cash value and cannot be cashed out. If, at the end of the calendar year, the employee has any of this leave on the books, with the pay period including January 1, he/she will be provided with whatever amount of leave is necessary to bring his/her bank up to 20 hours. Extended part-time employees who commence employment with the City after January 1 will receive five (5) less Personal Leave hours for every three (3) months the employee is not on paid status with the City.

8. Health and Wellness Benefit:

At the City's discretion, extended part-time employees shall be eligible for reimbursement for one preventative early detection screening provided by Longevity on an annual basis.

9. Requirement Licenses, Trainings and Certifications:

The City will pay for any trainings, licenses and certifications (including renewals) that are a requirement of a position. This only applies to requirements of positions currently held by the employee and does not apply to positions an employee wishes to attain in the future.

10. Jury Duty and Subpoenas:

    Every employee of the City who is subpoenaed as a witness for a local, state or federal government shall be entitled to absent herself/himself from her/his duties with the City during the period of such service or while necessarily being present in court as a result of such call or subpoena, and shall receive full compensation.

    In order to balance the City of Irvine's interest in maintaining productivity with the interest that regular part-time and extended part-time employees of the City are able to support our system of justice by serving on juries, paid Jury Duty is limited to a maximum of 80 hours in a calendar year. If an employee, despite reporting the limit to the Court, is required to serve beyond 80 hours he or she can request an exception of the limit on paid Jury Duty Leave by the City Manager.

    If an employee is required to be absent from work to report for jury duty, the employee will notify their supervisor of the absence as soon as possible, including, a phone message the night before if the employee finds out via a phone recording that he/she must report the next day.

    An employee on jury duty must either return to work after the jury service is done for the day if there are still four hours left on their shift or call in to their supervisor and ask to use leave to cover the rest of their shift.

    For any additional time taken off before or after jury duty, an employee will be required to utilize paid accrued time subject to supervisor approval.

    An employee who is called to jury duty on a non-working day will not receive compensation or be authorized to change their schedule as a result of being called to jury duty.

SECTION 6. COMPENSATION COMPONENTS APPLICABLE TO ALL PART-TIME PERSONNEL

1. Overtime Compensation:

   Hours worked in excess of forty (40) hours in each employee's defined FLSA workweek shall be compensated at one and one-half times (1-1/2) the employee's hourly rate when authorized by the Department Director and approved by the City Manager. Part-time employees may not accrue any form of compensatory time-off.

2. Bilingual Pay:

   A. Department Directors shall annually designate which positions are assigned bilingual duties and which languages shall be eligible for bilingual pay. Qualified employees who meet the following criteria shall receive an additional $11.54 per pay period. For pay periods where the employee does not receive a paycheck, no bilingual pay will be paid.

   B. An employee must be assigned to speak or translate a language in addition to English as part of their position responsibilities. This includes such specialized communication skills as sign language.

   C. To become qualified, employees must be certified as qualified by the Personnel Officer or designee.

   D. Any employee who has been determined as qualified for bilingual pay and who is on any leave of absence for at least one calendar month, exclusive of accrued vacation or compensatory time, will be ineligible for bilingual pay until their return to work. Upon their return to work, the employee will be reinstated into the bilingual pay program and receive the $25.00 monthly stipend effective the first working day of the new calendar month following their return to work. The employee will not be required to perform bilingual interpretation services during any period in which he/she is not receiving the bilingual pay stipend.

   E. For positions requiring extensive contact with the public or contractors, bilingual pay will be rotated among employees who are deemed as qualified by the City. The Department Director will have the discretion to determine the number of employees and the sections/units that qualify to participate in a “rotation pool.” Rotations will occur every 12 months, effective the first pay period each November. It is the Department Director’s sole discretion to determine the order of rotation among the qualified employees. An employee, who has not performed bilingual duties within the rotation for a period of 24 months or longer, must be re-certified by the City in order to receive bilingual pay.

      An employee in a bilingual assignment may request to have the bilingual assignment and corresponding pay removed.

3. Class B Certification Stipend:

   A. Employees who are assigned to an eligible assignment and who possess a California Class B Driver’s License shall receive an additional $16.15 per pay period. For pay periods where the employee does not receive a paycheck, no Class B Stipend will be paid.

   B. The Department Director, with the concurrence of the Personnel Officer, will determine which assignments are eligible for the Class B Certification Stipend, depending on the frequency and regularity of duties that require a California Class B Driver License.

4. Compensation for Employees Assigned to Care for Animals at Home:

   Employees covered herein who are assigned to care for animals in their home are entitled to compensation for the off-duty hours spent caring, grooming and feeding their animal. The parties acknowledge that the Fair Labor Standards Act, which governs the entitlement to compensation for off duty caring, grooming and feeding of animals, entitles the parties to agree to a reasonable number of hours per week or per month for the performance of such duties. It is the intent of the parties through the provisions of this Resolution to fully comply with the requirements of the Fair Labor Standards Act. In addition, both parties believe that this Resolution does comply with the requirements of the Fair Labor Standards Act, including, but not limited to Department of Labor Regulation 29 CFR Section 785.23.

   Employees assigned as animal caregivers at home shall be paid $7.25 per hour for such duties and are not permitted to work more than two (2) hours per week on such duties. The $7.25 is intended to comply with the federal minimum wage per the FLSA. If that wage increases, the compensation for such duties will increase to match the federal minimum wage. Since such hours are in addition an employees' regular work hours, if such employees exceed the overtime threshold for the week by the performance of the off-duty animal caregiver duties, employees will be paid at 1.5 times the $7.25 per hour rate, i.e., $10.875 (up to a maximum of two hours per week) for such duties for a total weekly amount of $21.75.

   A. Only Community Services employees who are regularly assigned to the Irvine Animal Care Center are eligible for this compensation;
   B. The Department Director, with the concurrence of the Personnel Officer, will determine which assignments are eligible for this compensation, depending on the frequency and regularity of these duties.

5. Funeral Expenses:

   The City will cover all funeral expenses in the event an employee covered by this agreement dies in the line of duty.

SECTION 7. ADMINISTRATION OF COMPENSATION POLICY

The Personnel Officer shall establish procedures for the efficient administration of the compensation policy described in this Resolution.
The City Manager shall approve procedures for movement of an individual employee through salary ranges. Such procedures shall be reviewed annually. All adjustments to the salary ranges shall be approved by the City Council.

SECTION 8. EMPLOYEE RESPONSIBILITIES

Since it is the City's policy to recruit highly qualified staff at a competitive total compensation level, the employees shall be responsible for striving to meet the high-performance standards established by the City management.

SECTION 9. EFFECTIVE DATE

The compensation policy provided for by this Resolution shall be operative from and after 12:01 a.m. on August 13, 2025, unless otherwise stated. All previous Resolutions are hereby repealed effective on the operative date of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Irvine at a regular meeting held on the 12th day of August 2025.

_____
MAYOR OF THE CITY OF IRVINE

ATTEST:

_____
CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA )
COUNTY OF ORANGE ) SS
CITY OF IRVINE )

I, CARL PETERSEN, City Clerk of the City of Irvine, HEREBY DO CERTIFY that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Irvine, held on the 12th day of August 2025.

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

_____
CITY CLERK OF THE CITY OF IRVINE

ATTACHMENT I

PART-TIME CLASSIFICATION TITLES

Animal Care Attendant
Animal Care Specialist
Assistant Food Service Manager
Cadet
Catering Coordinator
Community Services Leader I
Community Services Leader II
Community Services Leader III
Community Services Senior Leader
Council Executive Assistant I
Council Executive Assistant II
Council Executive Assistant III
Council Executive Assistant IV
Crossing Guard
Department Aide
Equipment Services Worker
GIS Technician
Graphics Designer
Information Systems Specialist
Intern I
Intern II
Junior Library Page
Kitchen Assistant I
Kitchen Assistant II
Lead Cook
Library Page
Lifeguard
Office Assistant I
Office Assistant II
Office Assistant III
Outreach Assistant I
Outreach Assistant II
Pool Manager
Production Aide I
Production Aide II
Productions Aide III
Public Information Assistant
Public Safety Aide
Public Safety Assistant
Registered Veterinary Technician Specialist
Reservations Specialist I
Reservations Specialist II
Reservations Specialist III

Senior Council Executive Assistant
Senior Graphics Designer
Senior Production Aide
Swim Instructor/Lifeguard
Veterinary Assistant
Zoning Administrator