

Council Meeting of
July 8, 2008

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California
Members of the Council:

SUBJECT: City Manager – Amend the Resolution for Certain Part-Time Hourly Employees to update the positions of Office Aide and Environmental Aide

RECOMMENDATION

Recommendation of the City Manager that City Council adopt an amendment to the Resolution for Certain Part-Time Hourly Employees to update the titles, pay ranges and benefits for the positions of Office Aide and Environmental Aide.

Funding

No funding required.

BACKGROUND AND ANALYSIS

Environmental Aides are part of the Home Improvement Program (HIP) which has provided six months of training in the construction trades for Torrance youth aged 18 – 23 for the past 26 years. These youth work under the supervision of an instructor and are assigned to do repairs at residences owned by low income seniors. The authority to pay them for holidays has been a long-standing practice; the language providing for holiday pay was inadvertently omitted from the resolution.

Office Aides are part of the Exxon Mobil's Green Team program. The City receives funding from Exxon Mobil to employ high school students throughout city departments for a six week period during the summer months. This program has been in existence approximately ten years. It is a service to the youth of the community and involves corporate and local government participation.

Both Environmental Aides and Green Team members (Office Aides) are covered as part of the 2007-2010 Certain Part-Time Hourly Employees Resolution and are paid the state minimum wage. By amending the Resolution, holiday pay language will be updated to include the Environmental Aides. The second component of the Resolution updates the position titles and pay for the Environmental Aides and Office Aides by

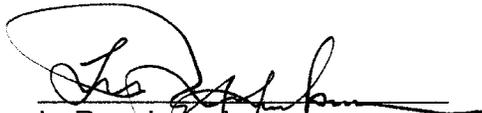
excluding the job classes from step increases. These job classes only qualify for minimum wage increases.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By Aram Chaparyan
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy J. Jackson
City Manager

Attachment: A) Certain Part-Time Employees Resolution, Amendment #3

RESOLUTION NO. 2008-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2007-46 SETTING FORTH CHANGES REGARDING THE HOURS, WAGES AND WORKING CONDITIONS FOR THE CERTAIN PART TIME HOURLY EMPLOYEES.

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2007-46 is hereby amended as follows:

SECTION II

Effective July 8, 2008

ARTICLE 1 – COMPENSATION**SECTION 1.1 PAY RANGES AND CLASS TITLES**

- B. The pay grade described below are hereby assigned to the position titles of the following Certain Part Time Hourly Employees ***effective July 8, 2008.***

BASE CERTAIN PART TIME HOURLY PAY RANGES

Class Title	Steps	1	2	3	4	5	6	7	8	9
Aide, Environmental Prep		8.00	8.58	9.17	9.75					
Aide, Office Prep *		8.00								

*This job class receives minimum wage (No COLA increases).

- C. The pay grade described below are hereby assigned to the position titles of the following Certain Part Time Hourly Employees ***effective February 1, 2009.***

BASE CERTAIN PART TIME HOURLY PAY RANGES

Class Title	Steps	1	2	3	4	5	6	7	8	9
Aide, Environmental Prep		8.46	8.88	9.48	10.09					
Aide, Office Prep *		8.00*								

*This job class receives minimum wage (No COLA increases); minimum wage data for year 2009 not yet available.

ARTICLE 3 - WAGE SUPPLEMENTAL BENEFITS**SECTION 3.3. HOLIDAYS**

- A. Senior Aides shall receive four hours per paid holiday. Environmental Aides shall receive eight hours per paid holiday. To be eligible, an employee must work at least 12 hours during the pay period in which the holiday falls.

The following days shall be considered holidays with pay for Senior Aides

only: New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, the last working day prior to Christmas Day, Christmas Day, and the last working day prior to New Year's Day.

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

INTRODUCED, APPROVED, AND ADOPTED this _____ day of July, 2008.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Ronald T. Pohl, Assistant City Attorney

Sue Herbers, CMC
City Clerk