



Central Marin Police Authority
Staff Report

TO: Central Marin Police Authority Council

FROM: Management Committee, Central Marin Police Authority Council
Michael A. Norton, Chief of Police

DATE: May 11, 2023

RE: RESOLUTION NO. 2023/06 – ESTABLISHING POSITIONS AND COMPENSATION
FOR PART-TIME HOURLY EMPLOYEES OF THE CENTRAL MARIN POLICE
AUHTORITY

ACTION REQUESTED

That Council adopt Resolution No. 2023/06, establishing positions and compensation ranges for part-time hourly employees of the Central Marin Police Authority (CMPA).

SUMMARY AND BACKGROUND

The CMPA Authority employs part-time employees who are not members of a bargaining unit and whose salaries are set by CMPA Council resolution. “Part-time” identifies individuals who are employed with CMPA on an hourly basis for an annual average of less than 960 hours per year, and generally sixteen (16) or less hours per week. The duties, responsibilities, and hours worked of part-time employees are monitored by CMPA Administrators.

Initial placement on an hourly pay range, as well as its yearly increases within the range, are made at the discretion of the Chief of Police. The Chief of Police bases their decision on the employee’s knowledge, skills, prior work experience, and job performance.

The Central Marin Police Authority currently employees up to six (6) part-time Police Cadets who are paid between \$17.00 and \$23.00 per hour. These employees must be at least eighteen (18) years old and generally work between eight (8) and sixteen (16) hours per week. Some of the Police Cadets are college students and work seasonally on winter holiday and summer breaks. Police Cadets perform tasks including parking enforcement, towing of abandoned vehicles, found property details, traffic control, and general administrative tasks. The position of Police Cadet and their compensation schedule was previously authorized by CMPA Council resolutions.



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Staff is requesting to add one (1) part-time hourly position of Administrative Assistant. Staff is recommending the Administrative Assistant be paid between \$30.00 and \$35.00 per hour. Staff is anticipating the position will work between eight (8) and sixteen (16) hours per week. Currently, the Chief of Police, the Police Captain, and the two Police Lieutenants handle various administrative tasks that are very time consuming and take away from their abilities to best perform the tasks they are assigned. These administrative tasks include, but are not limited to, payroll, billing, routine correspondence, and filing confidential documents. The Administrative Assistant would report directly to the Chief of Police and assist with any needed administrative tasks.

FISCAL IMPACT

There will be no fiscal impact to the FY 2022-23 budget, nor the FY 2023-24 budget. Any costs associated with the passing of this resolution are already available or have already been budgeted for in the “Part-Time employees and consultants” line item of the budget.

RECOMMENDATION

It is recommended for the Council to adopt Resolution No. 2023/06 and establish positions and compensation ranges for part-time hourly employees of the Central Marin Police Authority.

Respectfully Submitted,

Dan Schwarz
Management Committee

David Donery
Management Committee

Adam Wolff
Management Committee

Attachments

1. Resolution No. 2023/06

**CENTRAL MARIN POLICE AUTHORITY
RESOLUTION NO. 2023/06**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL OF THE CENTRAL
MARIN POLICE AUTHORITY ESTABLISHING POSITIONS AND
COMPENSATION RANGES FOR PART-TIME HOURLY EMPLOYEES OF THE
CENTRAL MARIN POLICE AUTHORITY**

WHEREAS, The Central Marin Police Authority (CMPA) employs part-time employees who are not members of a bargaining unit and whose salaries are set by CMPA Council resolution; and

WHEREAS, "Part-time" identifies individuals who are employed with CMPA on an hourly basis for an annual average of less than 960 hours per year, and generally sixteen (16) or less hours per week; and

WHEREAS, The duties, responsibilities, and hours worked of part-time employees are monitored by CMPA Administrators;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the following part-time hourly pay positions are hereby authorized and their hourly pay rates are set effective the date of this resolution:

Police Cadet	\$17.00	to	\$23.00
Administrative Assistant	\$30.00	to	\$35.00

BE IT FURTHER RESOLVED, that:

- Initial placement on an hourly pay range, as well as its yearly increases within the range, are made at the discretion of the Chief of Police. The Chief of Police bases their decision on the employee's knowledge, skills, prior work experience, and job performance; and
- Pursuant to state law, part-time employees are entitled to accrue one hour of sick leave, paid at the employee's hourly wage, for every 30 hours worked. Employees are entitled to accrue sick leave if they work more than 30 days within a year from the commencement of their employment and are entitled to begin using sick leave after 80 days of employment. Use of sick leave is limited to 3 workdays or 24 hours, in a calendar year; and
- Positions in these classifications are not eligible for paid CMPA holidays; and

- Positions in these classifications are not eligible for CMPA paid employee health insurance benefits including but not limited to medical, dental, life and long-term disability insurance; and
- Positions in these classifications are eligible for Social Security contributions as required by law but are not eligible for membership in the Public Employees Retirement System (PERS), unless provided by PERS membership requirements.

IT IS HEREBY CERTIFIED, that the forgoing resolution was duly introduced and adopted at a public meeting of the Central Marin Police Council of the Central Marin Police Authority held on the 11th day of May 2023 by the following vote, to wit:

AYES: COUNCILMEMBERS:
 NOES: COUNCILMEMBERS:
 ABSENT: COUNCILMEMBERS:
 ABSTAIN: COUNCILMEMBERS:

ATTEST:

 Lorena Barrera, Authority Clerk
 Central Marin Police Authority

 Kevin Haroff, Council Chair
 Central Marin Police Authority