

**SUMMARY
REGULAR PART-TIME AND TEMPORARY
POSITION CATEGORIES**

POSITION CATEGORY	HOURS	CLASSIFICATION		VACATION, SICK LEAVE, HOLIDAY, HEALTH, LIFE, DENTAL INSURANCE, VOLUNTARY BENEFITS	PERS/ PARS	MERIT/STEP INCREASES
		TEMPORARY	REGULAR			
<i>REGULAR PART-TIME</i>	Not less than 20 hours per week, 1,040 hours per year		X	YES - All	PERS	YES
<i>TEMPORARY</i> (Includes part-time and seasonal employees.)	An average of 20 hours per week, not to exceed 1,000 hours per fiscal year (except for CalPERS retired annuitants; 960 hours per fiscal year)	X		Voluntary Benefits and Sick Leave per AB 1522 (CalPERS and '37 Act retired annuitants excluded from paid sick leave)	PARS*	YES

*If employee meets or exceeds 1,000 hours in fiscal year, they are removed from PARS and enrolled in CalPERS.

Notes:

All part-time temporary and regular employees also receive Medicare (for employees hired after 4-1-84), Workers' Comp and Unemployment Insurance benefits.

Part-time retiree employees who are receiving CalPERS retirement shall not be eligible for PARS.

Per the Fair Labor Standards Act (FLSA), overtime is mandated when employees work more than a total of 40 hours per week, regardless of the number of PT positions held.

SUMMARY
PAID SICK LEAVE LAW (AB 1522)
LUMP-SUM METHOD

Eligible Employees:	Part-time Temporary Employees working 30 or more days for the City of Escondido (excluding CalPERS and '37 Act retired annuitants). While AB 1522 also applies to Full-time and Part-time regular employees, the City's current accrual method provides a more generous benefit (no change to accruals, carryover and use of leave).
Waiting Period:	Sick leave hours deposited upon hire; employees can use accruals on 90 th day of employment.
Sick Days Per Year:	24 hours or three work days at date of hire; thereafter, new lump-sum deposit occurs each fiscal year.
Carryover of Accruals:	No carryover for lump-sum method.
Accrual Cap (Max Balance):	No accruals for lump-sum method.
Family Member Definition:	Parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, grandparent, or a person who is significant to the employee.
Use of Paid Sick Leave:	Upon employee's oral or written request. If need is foreseeable, the employee must give reasonable advance notice; where the need is unforeseeable the employee shall provide notice as soon as practicable.
Sick Leave Verification:	Verification (doctor's certification) requirement to receive paid sick leave is set forth in Personnel Rule 14, Section 2. Verification can be required for sick leave use related to domestic violence, sexual assault or stalking.
Rehire of Employee:	Upon rehire of a former employee within one year of separation, the employee's previously accrued and unused sick leave balance will be reinstated up to 24 hours or three work days maximum for part-time employees; up to 48 hours or six days maximum for Full-time regular employees.
Replacement Workers:	Supervisors shall not require an employee to search for or find a replacement worker to cover the days during which the employee used paid sick leave, as a condition of using the leave.
Overtime:	Paid sick leave will not be considered hours worked for purposes of overtime calculation.