

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors
From: Ingrid S. Penney, Administrative Services Manager
Date: January 18, 2024
Subject: Revised Part-time Salary Schedule for 2024

Introduction/Background:

At the time that final adjustments for FY2023-24 Budget were approved by the Advisory Board, the State of California had not determined any change to the minimum wage. Within the last couple of months, the State increased the minimum wage to \$16.00/hour for non-exempt employees, effective January 1, 2024. Minimum wage is the rate that the CRPD uses to build its salary schedule for both regular and seasonal part-time positions.

Attached is a revised salary schedule for 2024. The 2023 salary schedule is also provided for comparison. Because the first payroll in January in 2024, included six days in January, employees in the position of Recreation Leader, Steps I and II, were paid at least \$16.00/hour, the new minimum wage for hours worked starting January 1. Absent a new schedule, remaining employees were paid according to the 2023 rates.

The minimum wage also informs the minimum rate for exempt employees. Exempt employees must be paid at least double the minimum wage or \$32.00 for 2024. The Advisory Board approved a 4% COLA for FY2023-24 for Regular Full-time employees, which included a starting salary for an exempt position of \$32.46. No additional changes are needed to the Salary Schedule for Regular Full-time positions at this time.

Recommendation:

Staff proposes that the Carmichael Recreation and Park District Advisory Board of Directors ratify and approve the Revised Salary Schedule for Part-time Regular and Seasonal Employees for 2024 retroactive to January 1, 2024; authorize implementation of the new rates.

**Carmichael Recreation and Park District
PART TIME SALARY SCHEDULE ADJUSTMENT**

(MANDATORY MIN WAGE ADJ: \$16.00/HR, EFF 1/1/2024)

<i>RECREATION POSITIONS</i>	STEP I	STEP II	STEP III	STEP IV	STEP V
Recreation Leader	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00
Rec Coordinator/ Van Driver	\$18.57	\$19.50	\$20.48	\$21.50	\$22.58
Recreation Specialist	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00

	STEP I	STEP II	STEP III	STEP IV	STEP V
Building Monitor	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00

<i>OFFICE POSITION</i>	STEP I	STEP II	STEP III	STEP IV	STEP V
Office Assistant	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00

<i>MAINTENANCE POSITION</i>	STEP I	STEP II	STEP III	STEP IV	STEP V
Regular Part Time Maintenance Worker	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50

CONTRACT POSITIONS

<i>SPORTS OFFICIAL POSITIONS</i>	DISTRICT EMPLOYED	Association
Basketball	\$17.50 - \$26.00	TBA
Softball (1-official system)	\$17.50 - \$26.00	TBA
Volleyball	\$17.50 - \$26.00	TBA

<i>CONTRACTED INSTRUCTORS</i>	60% - 70% Instructor/30% - 40% District
-------------------------------	---

**Carmichael Recreation and Park District
PART TIME SALARY SCHEDULE ADJUSTMENT**

(MANDATORY MIN WAGE ADJ: \$15.50/HR, EFF 1/1/2023)

<i>RECREATION POSITIONS</i>	STEP I	STEP II	STEP III	STEP IV	STEP V
Recreation Leader	\$15.50	\$15.97	\$16.44	\$16.94	\$17.45
Rec Coordinator/ Van Driver	\$17.98	\$18.88	\$19.82	\$20.81	\$21.85
Recreation Specialist	\$16.50	\$17.00	\$17.50	\$18.03	\$18.57

	STEP I	STEP II	STEP III	STEP IV	STEP V
Building Monitor	\$16.50	\$17.00	\$17.50	\$18.03	\$18.57

<i>OFFICE POSITION</i>	STEP I	STEP II	STEP III	STEP IV	STEP V
Office Assistant	\$15.50	\$15.97	\$16.44	\$16.94	\$17.45

<i>MAINTENANCE POSITION</i>	STEP I	STEP II	STEP III	STEP IV	STEP V
Regular Part Time Maintenance Worker	\$17.00	\$17.51	\$18.04	\$18.58	\$19.13

CONTRACT POSITIONS

<i>SPORTS OFFICIAL POSITIONS</i>	DISTRICT EMPLOYED	Association
Basketball	\$16.50 - \$25.50	TBA
Softball (1-official system)	\$16.50 - \$25.50	TBA
Volleyball	\$16.50 - \$25.50	TBA

<i>CONTRACTED INSTRUCTORS</i>	60% - 70% Instructor/30% - 40% District
-------------------------------	---