

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Tarry Smith, District Administrator
Ingrid S. Penney, Administrative Services Manager

Date: October 18, 2018

Subject: Resolution CP 10182018-01, Adoption of SCERS Membership Policy

Introduction/Background:

In May 2018, Staff attended a forum to discuss a proposed SCERS Membership Policy under consideration by the Sacramento County Employees Retirement System Board. This forum included representatives from SCERS members (Sacramento County and several Special Districts, including the dependent park districts). Staff was offered an opportunity to ask questions and provide feedback concerning the proposed policy. Staff followed up by letter, citing the District's business model and staff scheduling needs.

Following the forum and review of written comments submitted, SCERS prepared a revised draft taking into account the input they received. On June 20, 2018, the SCERS Board of Retirement adopted the SCERS Membership Policy (Exhibit B). The policy is effective January 1, 2019.

The policy clarifies the minimum work hours needed to enroll as a SCERS Member, and prospectively establishes a "non-career employee" category for those seasonal, temporary, extra help, intermittent employees who work less than 1,566 hours in a calendar year (3/4th time) and will not be considered SCERS members. Regular full time or part time employees who work at least 1,044 hours per year (1/2 time) will continue to be enrolled in SCERS.

Discussion:

Under the original draft policy, employees would have been excluded from membership if the duration of employment would be:

- a. Less than six months, or
- b. Less than 20 hours per week, or
- c. Less than 1,044 hours in a calendar year.

This policy would have made more classifications eligible for SCERS benefits, i.e. Bridges or Kids Hang Out After-School programs run concurrent with the school calendar, slightly more than 20 hours a week and 1,044 hours.

The District offers various year round, intermittent, and seasonal programs for all ages and various facilities and parks for rental or passive use. Programs and services are provided using a core of 19 regular full time employees and five regular part time employees with up to 80 seasonal/temporary and extra help employees. The seasonal/temporary and/or extra help employee positions are non-career positions. Many of these positions are filled by college students pursuing careers in Education, Recreation or Sports related fields.

Staff has reviewed the revised SCERS Membership Policy and determined that it is an improvement and benefit to the District; clarifies membership eligibility and accommodates the District business model. Attached is a list of District Classifications identified as eligible and not eligible for membership in SCERS based on this Policy (Exhibit C).

Eric Stern, Chief Executive Officer for SCERS will attend the Advisory Board Meeting to address any questions that Board Members may have concerning this Membership Policy. He is also available to address questions regarding GASBS 68, Pension Liability, discussed during the recent Audit presentation.

Recommendation:

Staff recommends that the Carmichael Recreation and Park District Advisory Board of Directors approve and adopt Resolution CP10182018-01, adopting SCERS Membership Policy, Policy Number 008, establishing an employee's eligibility for membership in SCERS.

RESOLUTION # CP 10182018-01

**RESOLUTION OF THE ADVISORY BOARD OF DIRECTORS OF
CARMICHAEL RECREATION AND PARK DISTRICT
ADOPTING MEMBERSHIP POLICY**

Carmichael Recreation and Park District (Carmichael) became a Participating Employer in the Sacramento County Employees' Retirement System (SCERS) effective January 1, 1967.

Carmichael determined eligibility for employment benefits, including membership in SCERS, based on County of Sacramento practices that were formalized in a resolution passed by the Sacramento County Board of Supervisors on or about March 3, 1987, and the incorporated Special District Agreement, attached as Exhibit A to this resolution and incorporated by reference.

On or about June 20, 2018, the SCERS Board of Retirement adopted a Membership Policy, attached as Exhibit B to this resolution and incorporated by reference.

Carmichael hereby adopts the SCERS Membership Policy as of the date of this resolution and will henceforth rely on the terms of the SCERS Membership Policy to determine eligibility of Carmichael employees to become members of SCERS.

Carmichael has evaluated its current job classifications and determined which classifications are eligible for SCERS membership. Attached as Exhibit C to this resolution and incorporated by reference is a list of all Carmichael classifications. Those classifications eligible and not eligible for SCERS membership are identified in Exhibit C.

Approved and Adopted the 18th day of October, 2018.

I, the undersigned, hereby certify that the foregoing Resolution Number CP 10182018-01 was duly adopted by the Advisory Board of Directors following a roll call vote:

Ayes:

Noes:

Abstained:

Absent:

Recused:

Michael Rockenstein, Chairman
Advisory Board of Directors

Ingrid S. Penney
Administrative Services Manager
Clerk of the Advisory Board



COUNTY OF SACRAMENTO

BRIAN H. RICHTER
County Executive

DEPARTMENT OF PERSONNEL MANAGEMENT
GERALD M. PAULY, Director

Telephone (916) 440-7097

APPROVED
BY RESOLUTION # *87-260*
BOARD OF SUPERVISORS

MAR 3 1987

FOR AGENDA OF: March 3, 1987

To: Board of Supervisors

From: Director of Personnel Management BY *Beverly G. Williams*
Clerk of the Board

Subject: SPECIAL DISTRICT AGREEMENT WITH CARMICHAEL RECREATION AND PARK DISTRICT REGARDING PARTICIPATION IN COUNTY EMPLOYEE BENEFIT PROGRAMS

RECOMMENDATION

That your Board adopt the attached resolution prepared by the County Counsel, which authorizes the Chairman of the Board to execute the attached agreement, approved by the County Counsel, which provides for Carmichael Recreation and Park District to participate in the County employee benefit programs.

Discussion

On November 18, 1986, your Board approved revised conditions under which dependent or independent districts would be allowed to participate in the County's benefit programs. Your Board directed at that time that the Director of Personnel Management prepare new agreements for each district reflecting the revised conditions. The agreements were to be submitted to the Board for approval by February 1987. The new agreement with Carmichael Recreation and Park District, which reflects the specified conditions under which the district can participate in the County's employee benefit programs, is attached for your approval.

Respectfully submitted,

GMP
GERALD M. PAULY
Director of Personnel Management

Approval recommended,

BHR
BRIAN H. RICHTER
County Executive

GMP:EL:pag

Attachments

cc: County Executive; Director of Personnel Management; County Counsel;
Auditor-Controller; Chief, Employee Services Division; County Insurance
Manager; County Retirement Officer; Carmichael Recreation and Park District

FILED

MAR 03 1987

BOARD OF SUPERVISORS
BY Brendy A. Williams
CLERK OF THE BOARD

RESOLUTION NO. 87-260

BE IT RESOLVED AND ORDERED that the Chairperson of the Board of Supervisors be and he is hereby authorized and directed to execute a Special District Agreement to participate in County Employee Benefit Programs in the form hereto attached, on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California, with _____
CARMICHAEL RECREATION AND PARK DISTRICT

and to do and perform everything necessary to carry out the purpose of this Resolution.

On a motion by Supervisor S. SMOLEY, seconded by Supervisor I. COLLIN, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this 3rd day of March, 1987, by the following vote, to wit:

- AYES: Supervisors, I. Collin, G. Johnson, S. Smoley, J. Streng, T. Johnson
- NOES: Supervisors, None
- ABSENT: Supervisors, None

Toby Johnson

Chairperson of the Board of Supervisors of Sacramento County

In accordance with Section 25103 of the Government Code of the State of California a copy of this document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento on

(SEAL)

ATTEST: Brendy A. Williams
Clerk of the Board of Supervisors

MAR 03 1987

By Linda A. Bonadonna
Deputy Clerk, Board of Supervisors

SPECIAL DISTRICT AGREEMENT

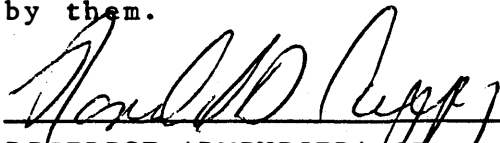
The conditions under which a district in the County of Sacramento would be allowed to participate in the County's Benefit Programs are as follows:

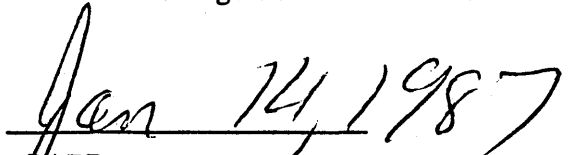
1. The district and all its employees are subject to the same eligibility requirements and all the general rules governing the County group health, life, and dental insurance plans. All coverages and options made available to County employees must be made available to district employees. The plan will cover only regular full-time and regular part-time (20 hours or more per week) employees. No temporary, seasonal, volunteer, or extra-help employees may be covered. The district and its employees are subject to these and similar rules in precisely the same manner as they apply to the County and its employees.
2. The district is required to pay at a minimum the following as an employer contribution on behalf of each eligible employee.
 - a. The employee only premium of the least expensive health plan other than the Sacramento County Catastrophic Health Plan.
 - b. The premium of the County Employees' Dental Plan.
 - c. The premium to cover Basic Life Insurance (first \$2,000 of coverage).
3. The district and its employees must be willing to accept any changes in the future. The County is obligated to negotiate the group insurance benefits and cost sharing with County employee organizations recognized to represent County employees. It is very likely that future changes in the plan will take place under conditions that will make it impractical for the County to consult or notify the district or its employees prior to the making of decisions to change the County plan. In other words, the district and its employees must be willing to accept whatever plans and arrangements are agreed to by the County and its employees. The only recourse would be to get out of the plans at some future date if the district no longer wishes to participate.
4. A district must be a member of the Sacramento County Employees' Retirement Plan before being eligible to participate in the County's benefit programs. Districts who elect to participate in the Sacramento County Employees' Retirement Plan will be given a pre-employment physical examination by the County medical physician in the Employee Health Office of the Department of Personnel Management. The district will be required to reimburse the County for the full cost of the medical examinations. District employees will be subject to the same medical standards which apply to persons seeking County employment in a position with physical demands comparable to those of the job involved in the District. A separate agreement providing for such services including cost reimbursement between the district and County must be approved by the Board of Supervisors prior to the scheduling of the employee pre-placement medical examination, immunizations, or other medical services as agreed to.

SPECIAL DISTRICT AGREEMENT CONTINUED

5. Since it is a requirement that the district participate in all phases of the group insurance program under the same set of underwriting rules and to the same extent as applies to the County, it follows that district employees must be offered all lines of County coverages in order for the district to participate in any. If the district withdraws from any one of the County's insurance programs, the remaining programs will also be cancelled on the same date.
6. Districts are eligible to participate only if they keep their funds in the County Treasury and pay them through the County Auditor.
7. A district may not sponsor any other group health plan or medical, life, or dental insurance plan which is in competition with the plans offered under the County program.
8. A district with less than five regular employees is ineligible; a district may be required to provide evidence of insurability for certain plans.
9. A district that withdraws from participation in the County's benefit programs will not be eligible to participate in the programs for a period of 10 years from the withdrawal date.
10. The County will charge for all of the actual costs to administer the benefit programs on behalf of the district.
11. This agreement may be terminated by either the District or County upon thirty days' advance written notice served by the terminating party upon the non-terminating party.

This district understands the above conditions and agrees to abide by them.

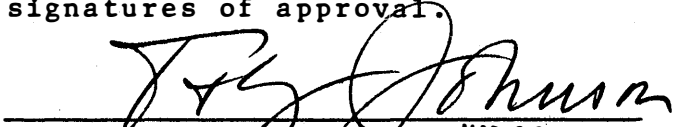




DISTRICT ADMINISTRATOR
CARMICHAEL RECREATION AND PARK DISTRICT

DATE

If required by your Board of Directors, the lines below are for their signatures of approval.



TOBY JOHNSON, CHAIRMAN MAR 03 1987
BOARD OF SUPERVISORS, SACRAMENTO COUNTY



MEMBERSHIP POLICY

Revision Date:

Policy Number: 008

Revision Number:

PURPOSE

The purpose of this policy is to establish an employee's eligibility for membership in SCERS. Once approved by the Board, this policy shall be operative beginning January 1, 2019.

OBJECTIVE

The retirement and related benefits administered by SCERS are part of the comprehensive benefits package that Participating Employers provide for their eligible employees. SCERS benefit design and funding is structured for longer-term, career employees. Participating Employers have a variety of other types of positions for employing personnel on a non-regular part-time, temporary, seasonal, or intermittent basis. These employees typically work less than a full-time equivalent each year and are generally not employed long term in these "non-career" types of positions.

The objective of this policy is to ensure all eligible employees are properly enrolled in SCERS membership and provide for the exclusion of employees from SCERS membership while working in non-career positions for the same Participating Employer, and to clarify existing law under California Government Code Sections 31550, et seq. and SCERS regulations with respect to the persons who are eligible for SCERS membership.

DEFINITIONS

As used in this policy the terms below have the following meaning:

Extra Help Employee – An employee who is employed for a period of short duration, whether part-time or full-time, in a position which is either designated as extra help in the annual salary ordinance or publicly available pay schedule, or is not contained therein.

Intermittent Employee – A County employee who is not appointed to a permanent position and who is not a Regular Employee whose service is irregular, periodic, and recurrent at intervals not to exceed the full-time equivalent of nine (9) months employment in a year.

Non-Career Employee – For ease of reference in this policy, means a non-Regular Part-time, Extra-Help, Intermittent, Seasonal, or Temporary Employee as those terms are defined herein.

Participating Employer – The County of Sacramento, the Superior Court in Sacramento County, and the special district employers that have taken formal action to provide the retirement and related benefits administered by SCERS to their eligible employees.

Part-Time Employee – An employee who is hired to work substantially less than 8 hours per day or 40 hours per week during the employee's period of employment.

Permanent Position – A position established in the annual salary ordinance or publicly available pay schedule, excluding a position established to accomplish a specific project which is limited in its duration.

Regular Employee – An officer or employee of a Participating Employer who occupies a permanent position established in accordance with the annual salary ordinance or publicly available pay schedule and who is assigned to work full-time or to work part-time for at least 20 hours per week (1,044 hours per year), or any elected official.

Seasonal Employee – An employee who is not appointed to a permanent position and who is not a Regular Employee whose service is irregular, periodic, and recurrent at intervals.

Temporary Employee – An employee whose appointment to a position is of limited duration for less than 1,566 hours per year.

Year – The twelve (12) consecutive months of a calendar year January 1st through December 31st.

POLICY

All persons eligible to be members of SCERS who have not executed a valid waiver of membership must be enrolled as members of SCERS, and persons ineligible for membership must be excluded from SCERS membership.

A. Mandatory Membership

A Regular Employee not expressly excluded from membership as provided in Section C of this policy shall become a member of SCERS on the first day of employment in a position requisite for membership.

B. Optional Membership

A Regular Employee first hired in a position requisite for SCERS membership after attaining the age of sixty (60) years may irrevocably waive membership in SCERS by submitting to SCERS within sixty (60) days of beginning employment a written and signed waiver of membership on a form prescribed by SCERS.

An elective officer may file a written declaration with SCERS to establish SCERS membership, which will be effective on the first day of the calendar month following the filing of a declaration. Within 60 days after the expiration of the elective officer's term of office or within 60 days after the officer ceases to hold the office, the officer

may rescind the declaration and withdraw from SCERS membership, and all contributions paid by the officer as a SCERS member shall be refunded. Any elective officer who does not declare in writing his or her intention to become a member of SCERS as required by Government Code Section 31553 is ineligible for SCERS membership.

C. Excluded from Membership

An employee of a Participating Employer who is described by one or more of the following conditions is ineligible for membership and shall not be enrolled as a member of SCERS:

1. The employee is eligible to waive, and has executed a valid waiver of, SCERS membership.
2. The employee is a retired member of SCERS who satisfies the requirements of Government Code Section 7522.56 to serve a Participating Employer without reinstatement from retirement.
3. A Non-Career Employee hired with an agreement between the employee and the Participating Employer that the employee will work less than 1,566 hours per year.
4. SCERS may determine an employee's eligibility for SCERS membership based on the actual number of hours worked by the employee.

APPLICATION

The governing documents in effect for a Participating Employer may establish a threshold number of hours worked per year at which a Non-Career Employee is eligible for SCERS membership, provided that the threshold hours for SCERS membership is less than 1,566 hours worked per year. The Participating Employer must notify SCERS in writing within 30 days of the date the Participating Employer modifies the threshold hours for SCERS membership for its Non-Career Employees.

Each Participating Employer is responsible for determining, in accordance with this policy, which of the Participating Employer's employees are eligible for membership in SCERS and is responsible for enrolling those eligible employees into SCERS membership.

A Non-Career Employee hired with an agreement between the employee and the Participating Employer that the employee will work less than 1,566 hours per year is properly excluded from SCERS membership.

If a Non-Career employee properly excluded from SCERS membership under Section C at the outset of employment actually works 1,566 or more hours in a year, the employee shall be enrolled into SCERS membership as of the employee's first working day of the calendar year during which the employee worked the threshold hours or more, and the employee shall continue as a member of SCERS for all subsequent service with that Participating

Employer. The Board may consider whether an employee’s work hours exceeded the threshold hours per year for SCERS membership due to administrative oversight.

SCERS may periodically review a Participating Employer’s payroll practices as authorized by Government Code Section 31543 to assure compliance with this policy.

When a Participating Employer fails to comply with the requirements of this policy, the Board will exercise its discretion to decide an employee’s eligibility for membership and determine an appropriate correction procedure based on the facts of each case.

BACKGROUND

The County Employees’ Retirement Law authorizes a county retirement board to include in its regulations provisions for the exemption or exclusion from membership, in the discretion of the board, of “persons whose tenure is temporary, seasonal, intermittent, or for part time only, or persons whose compensation is fixed at a rate by the day or hour.” [Government Code Section 31527(e)].

Chapter 3 of SCERS Bylaws contains broad provisions describing the employees who are eligible for, and those who are excluded from, membership in SCERS. More specificity is needed at the administrative policy level for Participating Employers to consistently and correctly apply the standards for SCERS membership to their employees.

This policy was established to clarify the SCERS membership standards, describe their application, and define the roles and responsibilities of Participating Employers and SCERS to ensure the membership standards are correctly applied, and provide for corrective action when necessary.

RESPONSIBILITIES

Executive Owner: Chief Benefits Officer

POLICY HISTORY

Date	Description
08-01-2018	Renumbered from 065
06-20-2018	Board adopted new policy

**Carmichael Recreation and Park District
Classifications Eligible and Not Eligible for SCERS Membership**

Eligible:

Regular Employees: (Full time and Part time Employees)

Regular Full time:

District Administrator
Park Services Manager
Recreation Services Manager
Administrative Services Manager
Recreation Supervisor
Finance Supervisor
Park Maintenance Supervisor
Administrative Analyst
Facilities Technician
Park Maintenance Worker II
Park Maintenance Worker I
Recreation Coordinator - Facilities
Recreation Coordinator – Youth Development
Bookkeeper
Payroll / Account Clerk
Administrative Secretary
Secretary / Receptionist

Regular Part time:

Recreation Coordinator – Sports
Recreation Coordinator - Driver
Park Maintenance Worker – Grounds

Not Eligible:

Non Career Employees: (non-Regular Part time, Extra Help, Intermittent, Seasonal or Temporary Employees)

Recreation Leader
Recreation Specialist
Recreation Coordinator – Non Career
Bridges Team Leader
Bridges Team Lead Leader
Coach
Scorekeeper
Referee
Building Monitor
Office Assistant
Seasonal Maintenance Worker

Independent Contractors: (Not District Employees)

i.e. Class/Program Instructor, Coach