

**RESOLUTION NO. 2395**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING EMPLOYEE SALARY, BENEFITS AND  
OTHER WORKING CONDITIONS FOR UNREPRESENTED  
EMPLOYEES BEGINNING JULY 1, 2023**

**WHEREAS**, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated LWD representatives on wages, hours, and other terms and conditions of employment; and,

**WHEREAS**, the LWD Board of Directors and employees desire to update salaries, benefits and other terms and conditions of employment beginning July 1, 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT** that the salary, benefits and other terms and conditions of employment for the employees set forth below are hereby adopted and established as those of the Leucadia Wastewater District and shall remain in effect until further action by the LWD Board of Directors.

**A. Employee Classifications**

Regular, full-time employees defined by LWD's Human Resources Policy Manual (HRPM) who occupy the following classifications are subject, without limitation, to the terms and conditions of employment set forth in this Resolution, applicable provisions of other Resolutions of the LWD Board of Directors and the HRPM:

1. Non-exempt Classifications

Accounting Technician	Field Services Technician-in-Training
Administrative Services Specialist I	Field Services Technician I
Administrative Services Specialist II	Field Services Technician II
Administrative Services Supervisor	Field Services Technician III
Executive Assistant	Project Coordinator
Field Services Supervisor	

2. Exempt Management Classifications

Director of Finance & Administration  
Director of Technical Services  
Field Services Superintendent

**B. General Salary Adjustment**

There shall be no general salary adjustment during the term of this Resolution.

### **C. Salary Range Adjustment**

Effective July 1, 2023, a new salary range schedule for all employee classifications, excluding the General Manager, is adjusted, as a result of a recently completed compensation study, as indicated in Attachment 1.

### **D. Performance Merit Program**

In accordance with the HRP, employees may be eligible for an increase in compensation within the salary range established for their classification. Increases within an employee's salary range are not automatic but are based on an employee's performance as evaluated annually by their immediate supervisor and Department Head. The General Manager provides final approval for all compensation increases.

### **E. Medical, Dental and Vision Insurance**

Employees may elect coverage from the medical, dental and vision insurance programs offered by LWD. LWD shall pay 100% of the insurance premiums for employees and eligible dependents. Medical coverage is provided on a calendar year basis, January through December; dental and vision coverage is provided on a fiscal year basis, July through June.

For medical coverage, new employees shall be eligible for coverage no later than the first day of the month following their first workday at LWD and in accordance with all enrollment and eligibility requirements established by LWD with CalPERS. For dental and vision coverage, new employees shall be eligible for coverage no later than the first of the month following 30 days of employment.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

### **F. Life Insurance**

LWD shall provide each employee a maximum of \$50,000 of life insurance unless a greater amount has been approved as a term of employment. Dependent term life insurance coverage of \$1,500 shall be provided for each employee dependent over six (6) months of age. Dependent term life insurance coverage of \$100 shall be provided for each employee dependent fourteen (14) days to six (6) months of age. New employees and their dependents are eligible for life insurance coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by the LWD with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

### **G. Disability Insurance**

LWD shall provide short-term and long-term disability insurance to all LWD employees at no cost to the employee.

New employees are eligible for disability coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by LWD with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

#### **H. Health Care Flexible Spending Account (HCFSA)**

Employees may elect to designate dollars for reimbursement of eligible medical, dental and vision expenses in accordance with LWD's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction is based on IRS code regulations.

Employees shall assume responsibility for any income tax obligations resulting from participation in the health care reimbursement program.

#### **I. Dependent Care Flexible Spending Account (DCFSA)**

Employees may elect to designate dollars for reimbursement of eligible dependent care expenses in accordance with LWD's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction is based on IRS code regulations.

Employees shall assume responsibility for any income tax obligations resulting from participation in the dependent care reimbursement program.

#### **J. Exempt Management Administrative Leave**

Management employees are exempt from overtime provisions of the Fair Labor Standards Act (FLSA). These employees shall receive forty (40) hours of administrative leave annually on July 1st. Annually, unused administrative leave will convert into Vacation Leave on June 30, subject to maximum hour restrictions. Employees in these classifications will be paid for unused administrative leave at termination.

The following LWD classifications are exempt from overtime requirements of the FLSA:

- a. Director of Finance & Administration
- b. Director of Technical Services
- c. Field Services Superintendent

#### **K. Vacation Leave**

Employees shall earn paid vacation in accordance with LWD's HRPM.

Employees may accumulate a maximum of 300 hours.

Employees shall receive payment of cash in lieu of accumulated vacation only upon termination of employment.

#### **L. Sick Leave**

Employees shall earn paid sick leave in accordance with LWD's HRPM.

Full time employees may not accumulate more than 272 hours of sick leave for any purpose. Part-time and/or temporary employees may accrue a maximum of 48 hours or six days of sick leave.

Annually, on a date or dates established by LWD, employees will be paid for any accumulated sick leave hours in excess of 176 hours at a rate of 75% of their regular hourly rate.

Employees not terminated for cause and who give LWD fourteen (14) calendar days (beginning on the date the notice is received by LWD) written notice of termination shall be paid for all accumulated sick leave hours at a rate of 75% of their regular hourly rate.

#### **M. Call Back**

Employees unexpectedly ordered to report back to duty to perform necessary work following completion of their work week or work shift and their departure from the site shall be entitled to compensation calculated at one and one-half their regular hourly rate. Employees called back under these conditions shall receive a minimum of two (2) hours compensation.

Virtual call-outs are Supervisory Control and Data Acquisition (SCADA) notifications that clear themselves within 30 minutes. These notifications require on-call personnel to monitor SCADA indicators from their on-call residence without returning to LWD. On-call staff, responding to virtual call-outs, will receive a minimum of 1 hour's compensation calculated at one and one-half their regular hourly rate.

#### **N. Standby Duty/On-Call**

LWD shall pay each employee assigned to standby/on-call duty at the rate of \$35/day or \$70/day if the day of duty is designated as a holiday in the HRPM. This rate is equivalent to \$245.00 per week of standby/on-call duty.

#### **O. Shift Differential**

Employees assigned to a regular work shift other than the day shift shall receive a shift differential in addition to their base rate of pay. Shift differential pay shall be \$1.00 per hour for AM duty (12:30 AM-7:00 AM) and \$0.75 per hour for PM duty (4:30 PM-12:30 AM). Shift differential pay shall be in addition to their base rate of pay for hours assigned to a work shift other than the day shift and it shall be added to the base rate of pay for the purposes of calculating overtime compensation.

#### **P. Meal Allowance**

LWD shall reimburse employees a maximum of \$25.00 per meal for food and non-alcoholic beverages when the employee is unexpectedly ordered to work two (2) or more hours of overtime on any day.

#### **Q. Uniform and Safety Boot Allowance**

Uniforms will be furnished to each Field Services employee without cost and will be laundered at LWD's expense. Employees are expected to wear the furnished uniforms during work hours. Because this uniform allowance for "classic PERS members" is considered "special compensation" by California Public Employee's Retirement Law, \$9.90 per pay period will be reported to CalPERS as the monetary value for purchase, rental and/or maintenance of required clothing.

LWD shall reimburse all Field Services employees up to \$300.00 each fiscal year for the purchase of LWD approved safety shoes/boots. On a case-by-case basis, the General

Manager may authorize this shoe/boot reimbursement benefit for employees not in the Field Services Department.

#### **R. Retirement Plan**

LWD participates in the California Public Employees' Retirement System (CalPERS) program. The LWD retirement program is a two-tiered program based on a member's original date of CalPERS eligibility.

- a. Classic Employees – Classic employees, as it applies to LWD's retirement program, are those employees with an original CalPERS eligibility date before January 1, 2013. This retirement program is based on 3% @ 60 and highest 12-month compensation formulas. For fiscal year 2024, LWD shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. Classic Employees shall pay the entire "Employee Contribution Rate" of 8%.
- b. New Employees – New employees, as it applies to LWD's retirement program, are those employees with an original CalPERS eligibility date of January 1, 2013 or later. This retirement program is based on 2% @ 62 and highest 3-year compensation formulas. For fiscal year 2024, LWD shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. New employees shall pay the entire "Employee Contribution Rate" of 7.75%.

To the maximum extent allowable, all employee contributions to CalPERS shall be made on a pre-tax basis.

#### **S. Social Security/Medicare**

LWD participates in the federal Social Security Administration program. LWD shall pay one-hundred percent (100%) of the employer FICA and Medicare contributions. Employee contributions shall be paid by the employee.

All employees (except those allowed by federal and state regulations) shall participate in the Social Security/Medicare program.

#### **T. Deferred Compensation Program**

Where the employee voluntarily participates in LWD's Deferred Compensation Program, LWD shall contribute an equal amount on a matching basis up to two percent (2%) of the employee's base salary (calculated per pay period); provided that LWD's matching contribution shall not exceed two percent (2%) of the Social Security annual salary contribution maximum.

#### **U. Educational Assistance**

The Educational Assistance Program is intended to reimburse pre-approved out-of-pocket expenses for tuition, books, supplies and other incidental expenses specifically associated with an employee's course of study. LWD's maximum reimbursement amount is \$2,000 per employee per fiscal year.

**V. Terms and Conditions of Employment**

All other terms and conditions of employment are specified in the HRPM.

The classification salary range chart (Attachment 1) and a summary of benefits (Attachment 2) are attached.

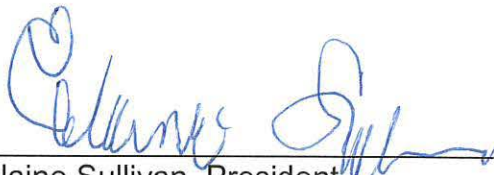
**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 14th day of June 2023 by the following vote:

AYES: Sullivan, Roesink, Saldana, Omsted

NOES: None.

ABSENT: Hanson

ABSTAIN: None.

  
Elaine Sullivan, President

Attest:

  
Paul J. Bushee, Secretary/Manager

(SEAL)

**Attachment 1**

**LEUCADIA WASTEWATER DISTRICT  
FY 2024 SALARY SCHEDULE**

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Field Services Technician-in-Training Administrative Services Specialist I	64	\$ 62,550	\$ 78,190	\$ 30.07	\$ 37.59
Vacant	65	\$ 65,680	\$ 82,100	\$ 31.58	\$ 39.47
Field Services Technician I Administrative Services Specialist II	66	\$ 68,965	\$ 86,205	\$ 33.16	\$ 41.44
Vacant	67	\$ 72,410	\$ 90,515	\$ 34.81	\$ 43.52
Field Services Technician II Accounting Technician	68	\$ 76,030	\$ 95,040	\$ 36.55	\$ 45.69
Vacant	69	\$ 79,830	\$ 99,790	\$ 38.38	\$ 47.98
Vacant	70	\$ 83,825	\$ 104,780	\$ 40.30	\$ 50.38
Field Services Technician III	71	\$ 88,015	\$ 110,020	\$ 42.31	\$ 52.89
Vacant	72	\$ 92,415	\$ 115,520	\$ 44.43	\$ 55.54
Executive Assistant	73	\$ 97,040	\$ 121,300	\$ 46.65	\$ 58.32
Project Coordinator	74	\$ 104,315	\$ 130,395	\$ 50.15	\$ 62.69
Field Services Supervisor Administrative Services Supervisor	75	\$ 114,750	\$ 143,435	\$ 55.17	\$ 68.96
Vacant	76	\$ 126,220	\$ 157,775	\$ 60.68	\$ 75.85
Field Services Superintendent	77	\$ 138,845	\$ 173,555	\$ 66.75	\$ 83.44
Vacant	78	\$ 152,730	\$ 190,910	\$ 73.43	\$ 91.78
Vacant	79	\$ 168,000	\$ 210,000	\$ 80.77	\$ 100.96
Director of Technical Services Director of Finance and Administration	80	\$ 184,800	\$ 231,000	\$ 88.85	\$ 111.06

Notes:

1. Approved and adopted by LWD Board of Directors June 14, 2023
2. Effective date: July 1, 2023
3. Revisions: N/A
4. Time base for salary amounts indicated is "annual"

## Attachment 2

### LEUCADIA WASTEWATER DISTRICT SCHEDULE OF BENEFITS

<b>MEDICAL INSURANCE:</b> Paid by LWD; available through CalPERS.
<b>DENTAL AND VISION INSURANCE:</b> Paid by LWD; dental available through Humana Insurance and vision is available through Eye Med Insurance.
<b>LIFE INSURANCE:</b> Paid by LWD; available through Hartford.
<b>SHORT-TERM AND LONG-TERM DISABILITY:</b> Paid by LWD; available through Mutual of Omaha Insurance.
<b>CalPERS RETIREMENT PROGRAM:</b> Two-tiered program. "Classic and New employees" pay 100% of employee contribution. Classic employees pay the full 8% employee contribution and new employees pay the full 7.75% employee contribution. Full vesting after 5 years.
<b>SOCIAL SECURITY/MEDICARE:</b> LWD pays 100% of employer FICA and Medicare contributions; employee contributions are paid by employee.
<b>DEFERRED COMPENSATION (Optional)</b> LWD matches up to 2% of base bi-weekly salary up to 2% of Social Security annual limit.
<b>VACATION:</b> Per Human Resources Policy Manual (HRPM). Based on time of service. Maximum 300-hour limit.
<b>SICK LEAVE:</b> Per HRPM. Maximum 272-hour limit. Sick leave in excess of 176 hours is paid at 75% of employee's rate of pay.
<b>BEREAVEMENT LEAVE:</b> 5 days paid leave per HRPM.
<b>HOLIDAYS:</b> Twelve (12) paid Holidays annually per HRPM.
<b>LEAVE WITHOUT PAY:</b> Per HRPM.
<b>STAND-BY/ON-CALL PAY:</b> \$35 per day. \$70/day if a designated holiday. Weekly rate of \$245.00
<b>SHIFT DIFFERENTIAL:</b> \$1.00 per hour (AM shift) and \$0.75 per hour (PM shift).
<b>ADMINISTRATIVE LEAVE:</b> Exempt management employees receive 40 hours per fiscal year on July 1st.
<b>EDUCATIONAL ASSISTANCE:</b> \$2,000 per fiscal year maximum. Internal Revenue Code Section 127 Program provides reimbursement for coursework towards a degree or as approved by General Manager.
<b>UNIFORMS:</b> Provided and laundered by LWD as required.
<b>SAFETY SHOE/BOOTS:</b> \$300 per fiscal year for Field Services employees.

Note: See Resolution for detailed benefit information and restrictions.