

## RESOLUTION NO. 2348

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT ADOPTING EMPLOYEE SALARY, BENEFITS AND OTHER WORKING CONDITIONS

**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 District 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, 2021.

**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 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 LWD Human Resources Policy Manual:

##### 1. Non-exempt Classifications

Accounting Technician  
Administrative Specialist  
Administrative Specialist II  
Administrative Supervisor  
Executive Assistant  
Field Services Specialist

Field Services Supervisor  
Field Services Technician-in-Training  
Field Services Technician I  
Field Services Technician II  
Field Services Technician III

##### 2. Exempt Management Classifications

Administrative Services Manager  
Field Services Superintendent  
Technical Services Manager

#### **B. General Salary Adjustment**

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

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

Effective July 1, 2021, a new salary range schedule for all employee classifications, excluding the General Manager, shall be adjusted by two and a half percent (2.5%), as indicated in Attachment 2.

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

LWD's Human Resources Policy Manual provides that 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. The District 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 work day at LWD and in accordance with all enrollment and eligibility requirements established by the District 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**

The District 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 \$5,000 shall be provided each employee dependent over six (6) months of age. Dependent term life insurance coverage of \$100 shall be provided 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 District with the insurance carriers.

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

#### **G. Disability Insurance**

The District 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 the District 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 the District'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 the District'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. 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. Administrative Services Manager
- b. Technical Services Manager
- c. Field Services Superintendent

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

Employees shall earn paid vacation in accordance with LWD's Human Resources Policy Manual (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.

Employees may not accumulate more than 272 hours of sick leave for any purpose.

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 the District fourteen (14) calendar days (beginning on the date the notice is received by the District) 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-7:00AM) and \$.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 \$12.00 per meal for food and non-alcoholic beverages when the employee is unexpectedly ordered to work two (2) or more hour's overtime.

**Q. Uniform and Safety Boot Allowance**

Uniforms will be furnished to each Field Services employee without cost and will be laundered at the District'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, \$13.52 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 steel-toed 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**

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

- a. Classic Employees – Classic employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date before January 1, 2013. This retirement program is based on 3% @ 60 and highest 12-month compensation formulas. For FY 2022, the District 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 PERS eligibility date of January 1, 2013 or later. This retirement program is based on 2% @ 62 and highest 3-year compensation formulas. For FY 2022, the District 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 6.750%.

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

**S. Social Security/Medicare**

The District shall participate in the federal Social Security Administration program. The District 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, however, 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. The District'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 LWD Human Resources Policy Manual.

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

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 9th day of June 2021 by the following vote:

AYES: Omsted, Hanson, Sullivan, and Brown

NOES: None.

ABSENT: None.

ABSTAIN: None.



Donald F. Omsted, President

Attest:

  
Paul J. Bushee, Secretary/Manager

(SEAL)

## Attachment 1

### LEUCADIA WASTEWATER DISTRICT SCHEDULE OF BENEFITS

<b>MEDICAL INSURANCE:</b> Paid by LWD; available through CalPERS.
<b>DENTAL INSURANCE:</b> Paid by LWD; available through Humana Ins. Co.
<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 Ins. Co.
<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 6.75% 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</b> (Optional) 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 if one-way travel is over 500 miles; 3 days paid leave if one-way travel is less than 500 miles.
<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 \$.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 BOOTS:</b> \$300 per fiscal year for Field Services' employees.

Note: See Resolution for detailed benefit information and restrictions.



**Attachment 2**

**LEUCADIA WASTEWATER DISTRICT  
FY 2022 SALARY SCHEDULE**

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Vacant	1	\$36,239	\$45,299	\$17.42	\$21.78
Vacant	2	\$38,051	\$47,564	\$18.29	\$22.87
Vacant	3	\$39,954	\$49,942	\$19.21	\$24.01
Vacant	4	\$41,951	\$52,439	\$20.17	\$25.21
Vacant	5	\$44,049	\$55,061	\$21.18	\$26.47
Vacant	6	\$46,251	\$57,814	\$22.24	\$27.80
Vacant	7	\$48,564	\$60,705	\$23.35	\$29.18
Vacant	8	\$50,992	\$63,740	\$24.52	\$30.64
Vacant	9	\$53,542	\$66,927	\$25.74	\$32.18
Vacant	10	\$56,219	\$70,273	\$27.03	\$33.79
Field Services Technician-in-Training Administrative Services Specialist I	11	\$59,030	\$73,787	\$28.38	\$35.47
Vacant	12	\$61,981	\$77,476	\$29.80	\$37.25
Field Services Technician I Administrative Services Specialist II	13	\$65,080	\$81,350	\$31.29	\$39.11
Vacant	14	\$68,334	\$85,418	\$32.85	\$41.07
Field Services Technician II Accounting Technician	15	\$71,751	\$89,689	\$34.50	\$43.12
Vacant	16	\$75,338	\$94,173	\$36.22	\$45.28
Field Services Technician III	17	\$79,105	\$98,882	\$38.03	\$47.54
Field Services Specialist Executive Assistant	18	\$83,061	\$103,826	\$39.93	\$49.92
Vacant	19	\$87,214	\$109,017	\$41.93	\$52.41
Vacant	20	\$91,574	\$114,468	\$44.03	\$55.03
Vacant	21	\$96,153	\$120,191	\$46.23	\$57.78
Field Services Supervisor Administrative Services Supervisor	22	\$100,961	\$126,201	\$48.54	\$60.67
Vacant	23	\$106,009	\$132,511	\$50.97	\$63.71
Vacant	24	\$111,309	\$139,136	\$53.51	\$66.89
Vacant	25	\$116,875	\$146,093	\$56.19	\$70.24
Field Services Superintendent	26	\$122,718	\$153,398	\$59.00	\$73.75
Vacant	27	\$128,854	\$161,068	\$61.95	\$77.44
Vacant	28	\$135,297	\$169,121	\$65.05	\$81.31
Vacant	29	\$142,062	\$177,577	\$68.30	\$85.37
Vacant	30	\$149,165	\$186,456	\$71.71	\$89.64
Technical Services Manager Administrative Services Manager	31	\$156,623	\$195,779	\$75.30	\$94.12
Vacant	32	\$164,454	\$205,568	\$79.06	\$98.83

**Notes:**

1. Approved and adopted by LWD Board of Directors June 9, 2021
2. Effective date: July 1, 2021
3. Revisions: N/A
4. Time base for salary amounts indicated is "annual"