

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
RESOLUTION NO. 2016-349**

**A RESOLUTION ADOPTING AN EMPLOYEE COMPENSATION PACKAGE
INCLUDING A SALARY SCHEDULE, POSITION CLASSIFICATIONS
AND SALARY STEPS WITHIN RANGES
FOR THE 2016-17 FISCAL YEAR**

**THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT DOES RESOLVE AS FOLLOWS:**

WHEREAS, this Board deems it to be in the best interests of the South San Luis Obispo County Sanitation District and its various employees that minimum and maximum compensation be fixed as well as any District contribution to medical, dental, vision and retirement plans on behalf of the employee for various classifications of employment in the District as hereinafter provided.

NOW, THEREFORE, BE IT RESOLVED that the terms of this resolution shall be effective July 1, 2016 and shall apply through June 30, 2017.

BE IT FURTHER RESOLVED this resolution shall supersede and repeal any position classifications insofar as inconsistent.

BE IT FURTHER RESOLVED that the minimum compensation as of date of employment and the intermediate and maximum compensation for such employment shall be as hereinafter enumerated, effective July 1, 2016, and that said employees shall be assigned to salary steps within the respective pay range of the position classification as set forth in Exhibit A, and further, that any contributions made by the District on behalf of the employee to medical and/or retirement programs shall be set forth in Exhibit A, and further, that Exhibit A attached hereto is made a part hereof by reference, all of which are hereby adopted as follows:

ADMINISTRATION OF THE COMPENSATION PLAN

All full-time employees entering the employ of the District shall be paid at the first or Step A of the salary range established for their classification unless authorized by the District Administrator. The District Manager shall have the authority to place an individual at Step B or C upon reviewing their experience and making a determination that said step B or C salary is in the best interest of the District to provide at the time of employment. The Chair of the Board of Directors shall make the decision to hire any employee at Step D or higher and would only do so after reviewing recommendations made by the District Administrator with respect to the employee's experience and value to the District.

Salary step increases, as provided herein, are not automatic but based on performance and merit. Employees shall be placed on a salary step and qualify for increase in compensation for advancement to the next higher step of the pay ranges in the manner following:

1. Employees may qualify for advancement to the Step B, after completion of one year of service, upon the recommendation of the Superintendent and approval by the District Administrator.
2. Employees may qualify for advancement to the Step C, after the completion of one year of service in Step B upon recommendation of the Superintendent and approval by the District Administrator.

3. Employees may qualify for advancement to the Step D, after the completion of one year of service at the Step C, upon recommendation of the Superintendent and approval by the District Administrator.
4. Employees may qualify for advancement to the Step E, after completion of one year of service in Step D, upon recommendation of the Superintendent and approval by the District Administrator.
5. A performance report on each employee recommended for advancement shall be submitted to the District Administrator, prior to final action on such recommendation.

All Board Members, District Legal Counsel and Student Assistants/Interns shall be paid without benefit of salary range and at a rate or rates as specified in Exhibit A of this resolution.


On motion of Board Member Hill, seconded by Board Member Lucey, and on the following roll call vote, to wit:

AYES: John Shoals, Jim Hill, Mary Lucey

NOES:


ABSENT:

the foregoing resolution was passed and adopted this 1st day of June 2016.



John Shoals
Chair

ATTEST:



Gerhardt J. Hubner
District Administrator

APPROVED AS TO FORM:



Gilbert Trujillo
District Legal Counsel

EXHIBIT "A"
CONTRIBUTIONS ON BEHALF OF EMPLOYEE

MEDICAL (ACCOUNT 6010)

The District shall pay an amount equal to the current basic plan option monthly premium for the District's medical plan for the employee and the employee's dependent coverage.

DENTAL (ACCOUNT 6025)

The District shall pay an amount equal to the current monthly premium for the District's dental plan for the employee and the employee's dependent coverage.

VISION/DENTAL/MEDICAL TRUST (ACCOUNT 6075)

The District shall pay an initial amount of \$500 for each full-time employee and \$500 per fiscal year thereafter into a vision/dental/medical trust fund account. This account will provide for out of pocket expenses not covered by current formal insurance plans. Funds remaining at the end of the fiscal year do not carryover from an individual's account into the next fiscal year.

SOCIAL SECURITY AND MEDICARE (ACCOUNT 6050)

The District will make contributions for Social Security Tax at 6.2% and Medicare at 1.45% of gross payroll. The employee pays matching contributions.

STATE RETIREMENT (PERS) (ACCOUNT 6060)

In addition to the District's employer contributions, the District shall pay an amount equal to the employee's contribution to PERS (less the difference required to upgrade from prior 2%@55 to 2.5%@55 which is the employee's responsibility) on behalf of the employee.

Contributions made by the District on behalf of employee, who are considered "new members" by CalPERS, will be as mandated by the California Public Employees' Pension Reform Act (PEPRA) of 2013.

STATE DISABILITY INSURANCE PROGRAM (ACCOUNT 6055)

The District shall contribute 50% of the total cost for each employee to become part of the State Disability Insurance Program. Current contribution rate is 1.0% of gross payroll.

INCREASE FOR HIGHER OPERATOR GRADE (ACCOUNT 6030)

A one-time increase of 2.5% for operator grade obtained above that required for position will be paid upon certification. This bonus shall not be given in addition to an adjustment already made for Lab Technician.

STIPEND FOR COMMERCIAL DRIVERS LICENSE (ACCOUNT 6030)

The District shall pay a stipend of \$100 per month, in addition to other salary, to employees holding a valid Commercial Driver's License (Class A) while occupying a District position requiring use of that license and designated by the District to utilize the related equipment.

ADJUSTMENT FOR LAB TECHNICIAN (OP1, OP2 OP3) (ACCOUNT 6030)

A one-time 3.0% increase for designation and performance as the District's Laboratory Technician may be given after 6 months' experience in that position and after recommendation by the Plant Superintendent and approval by the Administrator. This increase shall not be additive to any bonus for higher operator grade license.

STANDBY PAY (ACCOUNT 6030)

Employees required to perform standby service will be paid at the rate of \$3.00 per hour. When required, backup standby will be paid at a rate of \$0.50 per hour. Stand by not paid if or "call back" overtime pay.

VACATION (PER RESOLUTION NO. 86-100)

<u>Years of Service</u>	<u>Vacation Days</u>
0-2 years	10 days
2+ - 4 years	11 days
4+ - 5 years	12 days
5+ - 6 years	13 days
6+ - 7 years	14 days
7+ - 8 years	15 days
8+ - 10 years	16 days
10+ years	+ 1 day per year; up to 20 days max.

SICK LEAVE

1 Day of sick leave per month to be accrued.

SICK LEAVE CONVERSION

During the month of July, employees may convert a portion (25%) of sick leave earned within a fiscal year to regular pay.

SICK LEAVE PAYOUT UPON SEPARATION FROM EMPLOYMENT

Upon separation of employment, long term employees' accumulated sick leave of up to a maximum of 480 hours to be paid out according to length of District service:

10 years' service completed	25%
15 years' service completed	50%
20 years' service completed	100%

EMPLOYEE COMPUTER PURCHASE PROGRAM

Provides for \$1,500.00 interest-free computer purchase loan, payable within two years from employee's salary as a payroll deduction. In order to receive this loan, the employee is required to enter into a contract for District reimbursement.

HOLIDAYS (As presented in Resolution No. 61)

2016-17 FISCAL YEAR
 SALARY RANGE MONTHLY COMPENSATION
 RESOLUTION 2016-340
 1.5% COLA

FULL TIME EMPLOYEES

Classifications	Authorized Number	Step A	Step B	Step C	Step D	Step E
District Administrator	1	Range To Be Determined				
Plant Superintendent*	1	7885	8279	8693	9127	9584
2.5% stipend for cert above grade		8082	8486	8910	9356	9823
Shift Supervisor*	1	5452	5724	6010	6311	6626
2.5% stipend for cert above grade		5588	5867	6161	6469	6792
Plant Operator III*	2	4841	5083	5337	5604	5884
2.5% stipend for cert above grade		4962	5210	5470	5744	6031
Senior Maintenance Mechanic	0	4704	4939	5186	5445	5717
Lead Operator*	0	4492	4717	4953	5201	5461
2.5% stipend for cert above grade		4605	4835	5077	5331	5597
Lab Tech/Operator*	1	4492	4717	4953	5201	5461
2.5% stipend for cert above grade		4605	4835	5077	5331	5597
Plant Operator II*	2	4365	4583	4812	5052	5305
2.5% stipend for cert above grade		4474	4697	4932	5179	5438
Plant Operator I*	0	4053	4256	4468	4692	4926
2.5% stipend for cert above grade		4154	4362	4580	4809	5049
Operator In Training Intern	0.5	3663	3846	4039	4241	4453
Maintenance Assistant	0.5	3663	3846	4039	4241	4453
Bookkeeper/Secretary	1	3975	4173	4382	4601	4831
	10					

*Higher Operator Grade Program 2.5%

OTHERS

Board Member or Alternate

\$100 per meeting attended

(Resolution No. 1995-150)

District Legal Counsel

Per Contract

Student Assistant/Intern

Resolution No. 76 & \$15.00