

CSD RESOLUTION NO. 2017-5

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMARILLO SANITARY DISTRICT ADOPTING THE COMPENSATION, CLASSIFICATION AND BENEFITS PROGRAM; AND, APPROVING A STATEMENT OF UNDERSTANDING PERTAINING TO TERMS AND CONDITIONS OF EMPLOYMENT FOR DISTRICT EMPLOYEES

The Board of Directors of the Camarillo Sanitary District resolves as follows:

**SECTION 1:** The Board of Directors of the Camarillo Sanitary District finds and declares as follows:

A. The Board of the Camarillo Sanitary District (District) annually approves a compensation and classification plan and sets forth a program of benefits for District employees;

B. Subsequent to proper Meet and Discuss procedures, discussions have been held regarding salaries, benefits, and personnel rules.

**SECTION 2:** The Statement of Understanding (S.O.U.) pertaining to the terms and conditions of employment for District employees attached as Exhibit A is hereby approved.

**SECTION 3:** The Compensation and Classification Schedule is attached as Exhibit B and will be effective July 1, 2017. The hourly rates for non-classified positions are included on Exhibit B and provide for an adjustment to those hourly rates to comply with the State of California's increased minimum wage effective January 1, 2018.

**SECTION 4:** The various benefit programs are set forth in Exhibit C.

**SECTION 5:** All District employees except the Water Reclamation Superintendent and the Assistant Superintendent, Water Reclamation shall receive Comprehensive Annual Leave (CAL) time.

**SECTION 6:** On-Call pay shall be \$1.50 per hour effective July 1, 2017.

**SECTION 7:** The compensation, classification and benefits programs and S.O.U. set forth herein supersedes any programs or S.O.U. previously established for District employees and any portion of any previous resolutions in conflict are hereby repealed.

PASSED AND ADOPTED June 28, 2017.

Attested to on 6/29/17

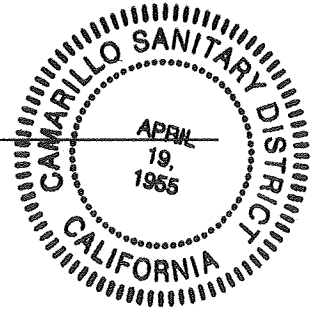
Jamaddand  
Assistant Secretary

Kevin Keldsee  
Chairman

I, Jeffrie Madland, Assistant Secretary of the Camarillo Sanitary District, certify CSD Resolution No. 2017-5 was adopted by the Board of Directors of the Camarillo Sanitary District at a regular meeting held June 28, 2017, by the following vote:

AYES: Directors: Craven, McDonald, Morgan, Trembley, Chairman Kildee  
NOES: Directors: None  
ABSENT: Directors: None

*Jeffrie Madland*  
Assistant Secretary



**STATEMENT OF UNDERSTANDING  
OF THE CAMARILLO SANITARY DISTRICT  
PERTAINING TO TERMS AND CONDITIONS  
OF EMPLOYMENT FOR DISTRICT EMPLOYEES**

The Camarillo Sanitary District (District) has met with the employees of the District relative to the Personnel Rules and the restatement of the District's Compensation Plan within the context of said rules. Subsequent to the completion of said Meet and Discuss process, it is now appropriate to approve this STATEMENT OF UNDERSTANDING (S.O.U.) setting forth provisions pertaining to wages, hours and other terms and conditions of employment.

1. **TERMS.** This S.O.U. shall apply to Fiscal Year 2017/2018 commencing on July 1, 2017 and shall remain in effect until otherwise amended or repealed.
2. **PURPOSE.** The purpose of this S.O.U. is to set forth wages, benefits and other terms and conditions of employment.
3. **APPLICABILITY.** This S.O.U. shall apply to all persons who are currently or hereafter employed by the District as defined in the Personnel Rules.
4. **SCOPE.** The general conditions of employment pertaining to both the rights and obligations of both the employees and the District, shall include, in addition to language set forth herein, the Personnel Rules of the City, dated March 26, 2014, and as amended, which are incorporated herein by reference.

The District reserves the right to amend such rules at any time. However, any amendment to the Personnel Rules, which are subject to Meet and Discuss between the District and employees of the District, shall not become effective until the conclusion of such process either by agreement having been reached or by unilateral adoption by the District as authorized by law.

5. **MANAGEMENT RIGHTS.** The District has the authority to manage and direct, on behalf of the public, all operations and activities of the District to the full extent authorized by law, including full authority to:
  - a. determine and modify the organization and work units;
  - b. determine the nature, standards, levels and mode of delivery of services to be offered to the public;
  - c. determine methods, means and personnel by which services are to be provided;
  - d. determine whether goods or services shall be made, purchased, or contracted for;
  - e. direct employees, including scheduling and assigning work and overtime;
  - f. establish employee performance standards and require compliance therewith;

- g. discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees subject to the requirements of applicable law;
  - h. relieve employees from duty because of lack of work, lack of funds or for other legitimate reasons;
  - i. implement rules, regulations and directives consistent with law and the specific provisions of this S.O.U.; and
  - j. take all necessary actions to protect the public and carry out its mission in emergencies.
6. **SALARIES.** The titles and salary bands for all classes of employment for the term of this S.O.U. shall be as set forth in Exhibit "B."
7. **BENEFITS.** Employee benefits are addressed in the Personnel Rules. A summary of the various benefit plans offered by the District is set forth in Exhibit "C."
8. **RULES AND REGULATIONS.** All District employees will be governed by the City of Camarillo's Personnel Rules.
9. **SAVINGS CLAUSE.** Should any provision of this understanding or any application thereof, be unlawful by virtue of and Federal, State or local laws and regulations, such provisions of this understanding shall be effective and implemented only to the extent permitted by such laws and regulations. But in all other respects, the provisions of this understanding shall continue in full force and effect for the life thereof.

6/28/17  
Date

Kevin Keldner  
Chairman

**CITY OF CAMARILLO  
Salary Bands Per Job Class  
Effective July 1, 2017**

**EXHIBIT B**

| Job Code | Occupational Job Families and Job Classes   | A | B | Salary Band | Annual Min. | Annual Max. | Monthly Min. | Monthly Max. | Hourly Min. | Hourly Max. |
|----------|---|---|---|-------------|-------------|-------------|--------------|--------------|-------------|-------------|
|          | <u>City Manager</u>                         |   |   |             |             |             |              |              |             |             |
| 101      | City Manager                                | E |   |             | 234,000     | 234,000     | 19,500       | 19,500       | 112.5000    | 112.5000    |
| 102      | Assistant City Manager                      | E | k | 259         | 169,379     | 228,466     | 14,115       | 19,039       | 81.4321     | 109.8396    |
| 107      | Assistant to the City Manager               | M | a | 201         | 95,108      | 128,287     | 7,926        | 10,691       | 45.7252     | 61.6765     |
|          |   |   |   |             |             |             |              |              |             |             |
|          | <u>Administrative/Program Support</u>       |   |   |             |             |             |              |              |             |             |
| 106      | Senior Management Analyst                   | M | a | 187         | 82,741      | 111,605     | 6,895        | 9,300        | 39.7793     | 53.6563     |
| 104      | Management Analyst                          | M | A | 177         | 74,904      | 101,035     | 6,242        | 8,420        | 36.0116     | 48.5743     |
| 105      | Management Assistant                        | M | B | 161         | 63,880      | 86,164      | 5,323        | 7,180        | 30.7115     | 41.4252     |
| 206      | Executive Assistant                         | G | b | 165         | 66,474      | 89,663      | 5,539        | 7,472        | 31.9585     | 43.1072     |
| 205      | Senior Administrative Specialist            | G | c | 138         | 50,813      | 68,539      | 4,234        | 5,712        | 24.4292     | 32.9513     |
| 203      | Administrative Specialist II                | G | C | 133         | 48,346      | 65,212      | 4,029        | 5,434        | 23.2435     | 31.3521     |
| 204      | Administrative Specialist I                 | G | c | 120         | 42,480      | 57,299      | 3,540        | 4,775        | 20.4232     | 27.5478     |
| 201      | Staff Assistant II                          | G | D | 115         | 40,419      | 54,519      | 3,368        | 4,543        | 19.4320     | 26.2109     |
| 202      | Staff Assistant I                           | G | d | 104         | 36,228      | 48,866      | 3,019        | 4,072        | 17.4174     | 23.4934     |
|          |   |   |   |             |             |             |              |              |             |             |
|          | <u>Administrative Services</u>              |   |   |             |             |             |              |              |             |             |
| 302      | Director, Administrative Services           | E | k | 248         | 151,818     | 204,780     | 12,652       | 17,065       | 72.9895     | 98.4519     |
| 305      | Assistant Director, Administrative Services | M | k | 225         | 120,763     | 162,890     | 10,064       | 13,574       | 58.0589     | 78.3127     |
| 313      | Information Systems Analyst                 | M | e | 200         | 94,167      | 127,017     | 7,847        | 10,585       | 45.2725     | 61.0658     |
| 311      | Information Systems Administrator           | G | E | 182         | 78,725      | 106,188     | 6,560        | 8,849        | 37.8486     | 51.0521     |
| 315      | Geographic Information Systems Specialist   | G | e | 182         | 78,725      | 106,188     | 6,560        | 8,849        | 37.8486     | 51.0521     |
| 321      | Human Resources Analyst                     | M | a | 187         | 82,741      | 111,605     | 6,895        | 9,300        | 39.7793     | 53.6563     |
| 329      | Fleet and Facilities Manager                | M | f | 184         | 80,308      | 108,323     | 6,692        | 9,027        | 38.6094     | 52.0782     |
| 330      | Facilities Maintenance Assistant            | G | t | 134         | 48,830      | 65,864      | 4,069        | 5,489        | 23.4760     | 31.6656     |
| 332      | Senior Equipment Mechanic                   | G | f | 161         | 63,880      | 86,164      | 5,323        | 7,180        | 30.7115     | 41.4252     |
| 333      | Equipment Mechanic                          | G | F | 149         | 56,690      | 76,466      | 4,724        | 6,372        | 27.2549     | 36.7627     |
|          |   |   |   |             |             |             |              |              |             |             |
|          | <u>City Clerk</u>                           |   |   |             |             |             |              |              |             |             |
| 401      | City Clerk                                  | E | k | 226         | 121,970     | 164,519     | 10,164       | 13,710       | 58.6395     | 79.0959     |
| 402      | Deputy City Clerk                           | M | b | 163         | 65,164      | 87,896      | 5,430        | 7,325        | 31.3288     | 42.2578     |
|          |   |   |   |             |             |             |              |              |             |             |
|          | <u>Finance</u>                              |   |   |             |             |             |              |              |             |             |
| 601      | Director, Finance                           | E | k | 245         | 147,353     | 198,757     | 12,279       | 16,563       | 70.8429     | 95.5564     |
| 602      | Assistant Director, Finance                 | M | k | 222         | 117,211     | 158,100     | 9,768        | 13,175       | 56.3514     | 76.0096     |
| 609      | Finance/Accounting Manager                  | M | g | 194         | 88,709      | 119,656     | 7,392        | 9,971        | 42.6487     | 57.5267     |
| 610      | Accounting Supervisor                       | M | g | 185         | 81,110      | 109,406     | 6,759        | 9,117        | 38.9954     | 52.5990     |
| 603      | Senior Accountant                           | M | g | 180         | 77,174      | 104,096     | 6,431        | 8,675        | 37.1028     | 50.0461     |
| 604      | Accountant                                  | M | G | 166         | 67,138      | 90,560      | 5,595        | 7,547        | 32.2781     | 43.5383     |
| 605      | Budget Analyst                              | M | g | 176         | 74,163      | 100,034     | 6,180        | 8,336        | 35.6551     | 48.0934     |
| 613      | Finance Assistant                           | M | g | 155         | 60,178      | 81,171      | 5,015        | 6,764        | 28.9316     | 39.0244     |
| 611      | Accounting Specialist II                    | G | H | 129         | 46,460      | 62,668      | 3,872        | 5,222        | 22.3366     | 30.1287     |
| 612      | Accounting Specialist I                     | G | h | 118         | 41,643      | 56,171      | 3,470        | 4,681        | 20.0208     | 27.0051     |
| 620      | Customer Service Supervisor                 | M | g | 171         | 70,563      | 95,179      | 5,880        | 7,932        | 33.9246     | 45.7592     |
| 623      | Senior Customer Service Specialist          | G | j | 141         | 52,352      | 70,616      | 4,363        | 5,885        | 25.1694     | 33.9498     |
| 621      | Customer Service Specialist II              | G | J | 127         | 45,545      | 61,433      | 3,795        | 5,119        | 21.8965     | 29.5350     |
| 622      | Customer Service Specialist I               | G | j | 116         | 40,823      | 55,064      | 3,402        | 4,589        | 19.6263     | 26.4729     |

**CITY OF CAMARILLO  
Salary Bands Per Job Class  
Effective July 1, 2017**

**EXHIBIT B**

| Job Code | Occupational Job Families and Job Classes      | A | B | Salary Band | Annual Min. | Annual Max. | Monthly Min. | Monthly Max. | Hourly Min. | Hourly Max. |
|----------|--|---|---|-------------|-------------|-------------|--------------|--------------|-------------|-------------|
|          | <b><u>Community Development</u></b>            |   |   |             |             |             |              |              |             |             |
| 701      | Director, Community Development                | E | K | 245         | 147,353     | 198,757     | 12,279       | 16,563       | 70.8429     | 95.5564     |
| 702      | Assistant Director, Community Development      | M | k | 222         | 117,211     | 158,100     | 9,768        | 13,175       | 56.3514     | 76.0096     |
| 708      | Principal Planner                              | M | I | 194         | 88,709      | 119,656     | 7,392        | 9,971        | 42.6487     | 57.5267     |
| 703      | Senior Planner                                 | M | I | 184         | 80,308      | 108,323     | 6,692        | 9,027        | 38.6094     | 52.0782     |
| 704      | Associate Planner                              | G | L | 174         | 72,701      | 98,063      | 6,058        | 8,172        | 34.9525     | 47.1458     |
| 705      | Assistant Planner                              | G | I | 158         | 62,001      | 83,630      | 5,167        | 6,969        | 29.8083     | 40.2069     |
| 709      | Planning Technician                            | G | I | 142         | 52,876      | 71,322      | 4,406        | 5,943        | 25.4211     | 34.2893     |
| 706      | Code Compliance Manager                        | M | m | 175         | 73,428      | 99,044      | 6,119        | 8,254        | 35.3021     | 47.6172     |
| 707      | Code Compliance Officer                        | G | M | 152         | 58,408      | 78,784      | 4,867        | 6,565        | 28.0807     | 37.8767     |
|          |  |   |   |             |             |             |              |              |             |             |
|          | <b><u>Public Works – Engineering</u></b>       |   |   |             |             |             |              |              |             |             |
| 801      | Director, Public Works                         | E | k | 252         | 157,982     | 213,095     | 13,165       | 17,758       | 75.9531     | 102.4494    |
| 529      | Assistant Director Public Works/City Engineer  | M | k | 236         | 134,731     | 181,732     | 11,228       | 15,144       | 64.7745     | 87.3711     |
| 528      | Deputy Director Public Works/Environmental     | M | o | 220         | 114,901     | 154,985     | 9,575        | 12,915       | 55.2410     | 74.5119     |
| 530      | Deputy Director Public Works/Transportation    | M | o | 220         | 114,901     | 154,985     | 9,575        | 12,915       | 55.2410     | 74.5119     |
| 527      | Public Works Administrator                     | M | a | 210         | 104,019     | 140,306     | 8,668        | 11,692       | 50.0090     | 67.4546     |
| 512      | Principal Civil Engineer                       | M | n | 214         | 108,242     | 146,003     | 9,020        | 12,167       | 52.0396     | 70.1936     |
| 511      | Senior Civil Engineer                          | M | N | 204         | 97,990      | 132,174     | 8,166        | 11,015       | 47.1107     | 63.5453     |
| 531      | Traffic Engineer                               | M | o | 210         | 104,019     | 140,306     | 8,668        | 11,692       | 50.0090     | 67.4546     |
| 533      | Supervising Traffic Signal Technician          | G | p | 167         | 67,810      | 91,465      | 5,651        | 7,622        | 32.6009     | 43.9737     |
| 532      | Traffic Signal Technician                      | G | P | 155         | 60,178      | 81,171      | 5,015        | 6,764        | 28.9316     | 39.0244     |
| 544      | Associate Civil Engineer                       | M | n | 193         | 87,831      | 118,471     | 7,319        | 9,873        | 42.2265     | 56.9572     |
| 542      | Associate Engineer                             | M | q | 185         | 81,110      | 109,406     | 6,759        | 9,117        | 38.9954     | 52.5990     |
| 543      | Assistant Engineer II                          | G | Q | 175         | 73,428      | 99,044      | 6,119        | 8,254        | 35.3021     | 47.6172     |
| 545      | Assistant Engineer I                           | G | q | 168         | 68,488      | 92,380      | 5,707        | 7,698        | 32.9269     | 44.4134     |
| 539      | Engineering Technician III                     | G | r | 160         | 63,247      | 85,311      | 5,271        | 7,109        | 30.4074     | 41.0150     |
| 540      | Engineering Technician II                      | G | R | 150         | 57,257      | 77,231      | 4,771        | 6,436        | 27.5274     | 37.1304     |
| 541      | Engineering Technician I                       | G | r | 134         | 48,830      | 65,864      | 4,069        | 5,489        | 23.4760     | 31.6656     |
| 815      | Stormwater Program Manager                     | M | s | 177         | 74,904      | 101,035     | 6,242        | 8,420        | 36.0116     | 48.5743     |
| 817      | Stormwater Assistant                           | G | s | 163         | 65,164      | 87,896      | 5,430        | 7,325        | 31.3288     | 42.2578     |
| 816      | Stormwater Inspector                           | G | s | 153         | 58,992      | 79,571      | 4,916        | 6,631        | 28.3615     | 38.2555     |
| 550      | Supervising Public Works Inspector             | G | s | 171         | 70,563      | 95,179      | 5,880        | 7,932        | 33.9246     | 45.7592     |
| 551      | Public Works Inspector                         | G | S | 159         | 62,621      | 84,467      | 5,218        | 7,039        | 30.1064     | 40.6090     |
|          |  |   |   |             |             |             |              |              |             |             |
|          | <b><u>Public Works – Streets</u></b>           |   |   |             |             |             |              |              |             |             |
| 820      | Public Works Maintenance Superintendent        | M | t | 200         | 94,167      | 127,017     | 7,847        | 10,585       | 45.2725     | 61.0658     |
| 819      | Assistant Superintendent, PW Maintenance       | M | t | 177         | 74,904      | 101,035     | 6,242        | 8,420        | 36.0116     | 48.5743     |
| 818      | Public Works Maintenance Supervisor            | G | t | 165         | 66,474      | 89,663      | 5,539        | 7,472        | 31.9585     | 43.1072     |
| 814      | Landscape Inspector                            | G | t | 160         | 63,247      | 85,311      | 5,271        | 7,109        | 30.4074     | 41.0150     |
| 810      | Lead Public Works Maintenance Worker           | G | t | 146         | 55,023      | 74,218      | 4,585        | 6,185        | 26.4533     | 35.6816     |
| 811      | Public Works Maintenance Worker III            | G | t | 134         | 48,830      | 65,864      | 4,069        | 5,489        | 23.4760     | 31.6656     |
| 812      | Public Works Maintenance Worker II             | G | T | 124         | 44,205      | 59,626      | 3,684        | 4,969        | 21.2525     | 28.6664     |
| 813      | Public Works Maintenance Worker I              | G | t | 113         | 39,622      | 53,444      | 3,302        | 4,454        | 19.0491     | 25.6944     |
|          |  |   |   |             |             |             |              |              |             |             |
|          | <b><u>Public Works – Water Reclamation</u></b> |   |   |             |             |             |              |              |             |             |
| 830      | Water Reclamation Superintendent               | M | U | 213         | 107,171     | 144,557     | 8,931        | 12,046       | 51.5243     | 69.4986     |
| 831      | Assistant Superintendent, Water Reclamation    | M | u | 190         | 85,248      | 114,987     | 7,104        | 9,582        | 40.9846     | 55.2821     |

**CITY OF CAMARILLO  
Salary Bands Per Job Class  
Effective July 1, 2017**

**EXHIBIT B**

| Job Code  | Occupational Job Families and Job Classes | A | B | Salary Band | Annual Min. | Annual Max. | Monthly Min. | Monthly Max. | Hourly Min. | Hourly Max. |
|---|---|---|---|-------------|-------------|-------------|--------------|--------------|-------------|-------------|
| <b>Public Works – Water Reclamation (Continued)</b> |   |   |   |             |             |             |              |              |             |             |
| 837   | Chemist                                   | G | v | 186         | 81,922      | 110,500     | 6,827        | 9,208        | 39.3854     | 53.1250     |
| 844   | Source Control Inspector                  | G | s | 163         | 65,164      | 87,896      | 5,430        | 7,325        | 31.3288     | 42.2578     |
| 840   | Lead Water Reclamation Plant Operator     | G | v | 176         | 74,163      | 100,034     | 6,180        | 8,336        | 35.6551     | 48.0934     |
| 841   | Water Reclamation Plant Operator III      | G | v | 164         | 65,816      | 88,775      | 5,485        | 7,398        | 31.6421     | 42.6804     |
| 842   | Water Reclamation Plant Operator II       | G | v | 154         | 59,582      | 80,367      | 4,965        | 6,697        | 28.6452     | 38.6380     |
| 843   | Water Reclamation Plant Operator I        | G | v | 143         | 53,405      | 72,035      | 4,450        | 6,003        | 25.6753     | 34.6322     |
| 839   | Electrician/Instrumentation Technician    | G | w | 158         | 62,001      | 83,630      | 5,167        | 6,969        | 29.8083     | 40.2069     |
| 832   | Water Recl. Plant Maintenance Leadworker  | G | w | 170         | 69,864      | 94,237      | 5,822        | 7,853        | 33.5887     | 45.3061     |
| 833   | Water Reclamation Plant Mechanic II       | G | w | 148         | 56,129      | 75,710      | 4,677        | 6,309        | 26.9850     | 36.3988     |
| 834   | Water Reclamation Plant Mechanic I        | G | w | 137         | 50,310      | 67,860      | 4,192        | 5,655        | 24.1873     | 32.6251     |
| 838   | Lead Collection Systems Mechanic          | G | w | 160         | 63,247      | 85,311      | 5,271        | 7,109        | 30.4074     | 41.0150     |
| 835   | Collection Systems Mechanic II            | G | w | 148         | 56,129      | 75,710      | 4,677        | 6,309        | 26.9850     | 36.3988     |
| 836   | Collection Systems Mechanic I             | G | w | 132         | 47,868      | 64,567      | 3,989        | 5,381        | 23.0134     | 31.0416     |
| <b>Public Works – Water</b>                         |   |   |   |             |             |             |              |              |             |             |
| 850   | Water Superintendent                      | M | x | 214         | 108,242     | 146,003     | 9,020        | 12,167       | 52.0396     | 70.1936     |
| 851   | Assistant Superintendent, Water           | M | x | 191         | 86,101      | 116,137     | 7,175        | 9,678        | 41.3945     | 55.8349     |
| 852   | Water Inspector                           | G | y | 158         | 62,001      | 83,630      | 5,167        | 6,969        | 29.8083     | 40.2069     |
| 854   | Lead Water Services Technician            | G | y | 146         | 55,023      | 74,218      | 4,585        | 6,185        | 26.4533     | 35.6816     |
| 864   | Water Services Technician II              | G | y | 125         | 44,647      | 60,222      | 3,721        | 5,019        | 21.4650     | 28.9531     |
| 855   | Water Services Technician I               | G | y | 114         | 40,018      | 53,979      | 3,335        | 4,498        | 19.2396     | 25.9514     |
| 859   | Lead Water Distribution Operator          | G | y | 158         | 62,001      | 83,630      | 5,167        | 6,969        | 29.8083     | 40.2069     |
| 856   | Water Distribution Operator III           | G | y | 146         | 55,023      | 74,218      | 4,585        | 6,185        | 26.4533     | 35.6816     |
| 857   | Water Distribution Operator II            | G | y | 136         | 49,811      | 67,188      | 4,151        | 5,599        | 23.9478     | 32.3021     |
| 858   | Water Distribution Operator I             | G | y | 125         | 44,647      | 60,222      | 3,721        | 5,019        | 21.4650     | 28.9531     |
| 860   | Lead Water Production Operator            | G | y | 158         | 62,001      | 83,630      | 5,167        | 6,969        | 29.8083     | 40.2069     |
| 861   | Water Production Operator III             | G | y | 146         | 55,023      | 74,218      | 4,585        | 6,185        | 26.4533     | 35.6816     |
| 862   | Water Production Operator II              | G | y | 136         | 49,811      | 67,188      | 4,151        | 5,599        | 23.9478     | 32.3021     |
| 863   | Water Production Operator I               | G | y | 125         | 44,647      | 60,222      | 3,721        | 5,019        | 21.4650     | 28.9531     |

**NON-CLASSIFIED / HOURLY RATED POSITIONS**

| Position Title                             | Hourly Rates Effective 7/1/2017 | Hourly Rates Effective 1/1/2018 |
|--|---------------------------------|---------------------------------|
| Crossing Guard                             | 13.50                           | 14.15                           |
| TV Camera Operator                         | 18.00                           | 18.85                           |
| Student Assistant I – High School Students | 10.50                           | 11.00                           |
| Student Assistant II – College Students    | 12.55                           | 13.15                           |
| Intern                                     | 14.90                           | 15.60                           |

**SUMMARY OF 2017/2018 BENEFIT PROGRAMS****I. MEDICAL INSURANCE**

The District contracts with the California Public Employees' Retirement System (CalPERS) for participation under the Public Employees' Medical and Hospital Care Act (PEHMCA) for the purpose of providing medical insurance benefits for eligible employees and qualifying annuitants. The District contributes towards the cost of eligible employees' and annuitants' health premiums under the equal contribution method as defined in Government Code Section 22892 (b)(1). The maximum monthly medical benefit provided to eligible employees and annuitants is \$128.00 as of January 1, 2017. The amount increases to \$133.00 per month as of January 1, 2018. Newly hired eligible employees are able to enroll in a health plan effective the 1<sup>st</sup> of the month following their date of hire.

**II. DENTAL AND VISION INSURANCE**

The District's dental and vision plans are self-funded through Delta Dental and Vision Service Plan (VSP). Regular, full-time employees and their eligible dependents are enrolled in the dental and vision plans on the 1<sup>st</sup> of the month following their date of hire, with the District paying 100% of the premium. Regular, part-time employees may enroll in the dental and vision insurance plans with the District paying a percentage of the premium equal to their employment classification (1/2-time = 50%; 3/4-time = 75%).

**III. IRS SECTION 125 PLAN (CAFETERIA PLAN)**

The District shall maintain, in accordance with Section 125 of the IRS Code, a Cafeteria Plan for the purpose of providing employees with access to various health and welfare benefits on a pre-tax basis. Benefits available through the Cafeteria Plan include, but are not limited to:

- Group Health Plan Medical Premiums
- Dental and Vision Insurance Premiums
- Flexible Spending Account for Dependent Care
- Flexible Spending Account for Medical Expenses
- Voluntary Optional Benefits offered under a District-sponsored supplemental insurance program (e.g. Cancer Insurance Premiums, Accident Insurance Premiums, Critical Illness Insurance Premiums, etc.)

The District's contribution to the Cafeteria Plan ("Flex Dollars") for regular full-time employees will be equal to ninety percent (90%) of the premium for the PERS Choice PPO family health plan offered in the area, rounded to the nearest whole dollar, reduced by the District's medical benefit paid directly to CalPERS. Regular part-time employees will receive a pro-rated portion of Flex Dollars based on their employment classification (1/2-time = 50%; 3/4-time = 75%). Eligible employees who opt out of the District's health program or do not fully utilize the District's Medical Benefit and Flex Dollar contributions will receive 100% cash-back of the unutilized District contributions.



Flex Dollar contributions begin for eligible employees on the 1<sup>st</sup> of the month following their date of hire.

#### IV. RETIREMENT

The District contracts with CalPERS to provide retirement benefits to eligible employees.

**Classic Employees.** Employees hired on or before December 31, 2012; and employees hired on or after January 1, 2013 who qualify for pension system reciprocity have the following retirement contract provisions apply:

- 2% @ 55 Retirement Formula
- Final Compensation Period, Single Highest Year
- 1959 Survivor Benefit Level 4
- Pre-Retirement Option 2W Death Benefit, continues after remarriage of survivor
- Post-Retirement Survivor Allowance , continues after remarriage of survivor
- 2% Annual Cost-of-Living Allowance Increase
- \$500 Retired Death Benefit
- Unused Sick Leave Credit
- Purchase of Prior Service Credit
- Military Service Credit
- Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service

The District pays both the employer and employee contributions to CalPERS in accordance with the provisions of the contract between the District and CalPERS.

**New Members.** As defined by AB340 (the California Public Employees' Pension Reform Act of 2013 "PEPRA"), employees hired on or after January 1, 2013 who do not qualify for pension system reciprocity or who were CalPERS members while employed by another public agency and hired by the District after a break in service of more than six (6) months have the following retirement contract provisions apply:

- 2% @ 62 Retirement Formula
- Final Compensation Period, Average of highest paid consecutive 36 months
- 1959 Survivor Benefit Level 4
- Pre-Retirement Option 2W Death Benefit, continues after remarriage of survivor
- Post-Retirement Survivor Allowance , continues after remarriage of survivor
- 2% Annual Cost-of-Living Allowance Increase
- \$500 Retired Death Benefit
- Unused Sick Leave Credit
- Purchase of Prior Service Credit
- Military Service Credit
- Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service

The District pays only the employer contribution to CalPERS and employees pay the employee contribution in accordance with the provisions of the contract between the District and CalPERS.

#### **V. LIFE INSURANCE**

The District provides group life insurance for all regular, full- and part-time employees. The amount of insurance coverage is the amount equal to the employee's annual salary, based on their employment classification as a full, ½-, or ¾-time employee, plus \$5,000, rounded to the next increment of \$5,000 (\$200,000 max.). All eligible dependents are covered by life insurance in the amount of \$2,000. NOTE: Accidental death and dismemberment coverage matches the life insurance schedule above; however, the amount payable for certain losses will differ.

#### **VI. SHORT/LONG TERM DISABILITY**

The District provides short/long term disability benefits to all regular employees. Eligible employees are enrolled in the disability program effective the 1<sup>st</sup> of the month following their date of hire. In the event a regular employee becomes disabled through a non-work related illness or sudden injury, short term disability coverage provides a weekly income benefit equal to 66 2/3% of covered earnings up to a maximum benefit of \$2,192 per week (\$9,500 per month). The waiting period for short term disability benefits to begin is after 7 days for an illness or 0 days for injury or date of hospitalization. After 180 days of being disabled, the employee is eligible for long term disability which provides the same level of benefits as short term disability. Long term disability's maximum benefit period is to age 65 for those 61 or younger at the time of disablement. The maximum benefit period varies for those 62 or older at the time of disablement.

#### **VII. WORKERS' COMPENSATION**

Workers' Compensation benefits are for work-related illnesses or injuries. All medical and hospital costs are covered. Temporary disability income is computed at approximately 66 2/3% of weekly wages up to the state law maximum. The District's Workers' Compensation program is administered by York Insurance Services, Inc. All work-related illnesses/injuries are required to be immediately reported to a supervisor and Human Resources.

#### **VIII. EMPLOYEE ASSISTANCE PROGRAM**

The District provides an Employee Assistant Program (EAP) for all regular employees. The EAP offers 24-hour confidential services that can assist employees and members of their household to resolve personal issues and meet life's challenges. The program offers up to six face-to-face counseling sessions per issue per year.

**IX. ICMA VANTAGECARE RETIRMENT HEALTH SAVINGS (RHS) PLAN**

The District provides an RHS Plan for eligible employees. The RHS Plan allows employees to accumulate assets on a pre-tax basis to pay for medical expenses on a tax-free basis upon separation from the District.

**X. OTHER BENEFITS**

- Arborist Certification Pay ..... \$150/month\* for eligible employees
- Backflow Proficiency Pay ..... \$100/month\* for eligible employees
- Bilingual Pay ..... \$50/month\* for eligible employees
- Class A CDL Proficiency Pay ..... \$50/month\* for eligible employees, plus costs associated with obtaining and retaining Class A CDL and endorsements
- Class B CDL Proficiency Pay ..... \$25/month\* for eligible employees, plus costs associated with obtaining and retaining Class B CDL and endorsements
- Pesticide Applicator Proficiency Pay ... \$100/month\* for eligible employees

*\*Amounts are pro-rated for regular, part-time employees*

- On-Call Pay..... \$1.50/hour
- Safety Boot Allowance ..... \$180/FY for eligible employees
- Defined Contribution (401a Plan) ..... 7% of salary for all employees
- Deferred Compensation (457 Plan)..... 3% of salary for City Manager, Assistant City Manager, Directors, and City Clerk; all other employees are eligible to participate
- Deferred Compensation Part-Time, Temporary, Seasonal (457 PTS) Plan ... ½% of salary for those Part-Time, Temporary and Seasonal workers that are not eligible for CalPERS membership
- Education Reimbursement ..... 75% of expenses up to \$1,800/FY
- Mileage Reimbursement ..... Amount recognized by the IRS for business travel
- Holidays ..... 88 hours plus 24 hours floating holiday/year  
*(pro-rated for regular, part-time employees)*

|                                   |   |               |
|-----------------------------------|---|---------------|
| Management Leave.....             | City Manager.....   | 80 hours/year |
|                                   | Assistant City Manager, Directors, and City Clerk .....   | 64 hours/year |
|                                   | Assistant Directors, Deputy Directors, and Deputy City Clerk .....  | 48 hours/year |
|                                   | Mid-Managers .....  | 32 hours/year |
| Auto Allowance .....              | City Manager.....   | \$500/month   |
|                                   | Assistant City Manager, Directors, and City Clerk .....   | \$250/month   |
|                                   | Assistant Directors, Deputy Directors, Principal Civil Engineer, and Principal Planner.....                         | \$200/month   |
|                                   | Assistant to the City Manager, Senior Civil Engineer, Traffic Engineer, Senior Planner, and Deputy City Clerk ..... | \$175/month   |
| Physical Examination (UCLA) ..... | Once every two (2) years for City Manager, Assistant City Manager, Directors, City Clerk, and City Councilmembers   |               |