

CSD RESOLUTION NO. 2016-5

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 terms and conditions of employment for District employees is attached as Exhibit "A" and is hereby approved.


SECTION 3: The Compensation and Classification schedule subject to this resolution is as set forth in Exhibit "B" and will be effective as of July 1, 2016.

SECTION 4: The various benefit programs are as set forth in the summary contained 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: The compensation, classification and benefits programs and S.O.U. set forth herein shall supersede 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S.O.U. previously established for District employees and any portion of any previous resolutions in conflict are hereby repealed.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 22, 2016.


Chairman

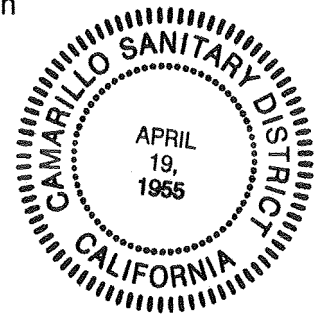
ATTEST: 6/23/16


Assistant Secretary

I, Jeffrie Madland, Assistant Secretary of the Camarillo Sanitary District, certify CSD Resolution No. 2016-5 was adopted by the Board of Directors of the Camarillo Sanitary District at a regular meeting held June 22, 2016, by the following vote:

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


Assistant Secretary



cc: Human Resources (3)
Finance Department (1)
Finance Department (Payroll)

**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 2016/2017 commencing on July 1, 2016 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 of the City.
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 responsibilities in emergencies.
6. **SALARIES.** The compensation and classification schedule subject to this resolution shall be as set forth in Exhibit "B."
7. **BENEFITS.** Employee benefits are addressed in the Personnel Rules. A summary of 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 any 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 therefore.

6/22/16
Date

Charlette Craven
Chairman

CITY OF CAMARILLO
Salary Band Per Job Class
Effective July 1, 2015

EXHIBIT "B"

WATER RECLAMATION EMPLOYEES

Job Code	Occupational Job Families and Job Classes	Salary Band	Annual Min.	Annual Max.	Monthly Min.	Monthly Max.	Hourly Min.	Hourly Max.
	Public Works – Water Reclamation							
830	Water Reclamation Superintendent	211	105,059	141,709	8,755	11,809	50.5091	68.1292
831	Assistant Superintendent, Water Reclamation	188	83,568	112,721	6,964	9,393	40.1770	54.1928
837	Chemist	182	78,725	106,188	6,560	8,849	37.8486	51.0521
844	Source Control Inspector	161	63,880	86,164	5,323	7,180	30.7115	41.4252
840	Lead Water Reclamation Plant Operator	172	71,269	96,131	5,939	8,011	34.2638	46.2168
841	Water Reclamation Plant Operator III	160	63,247	85,311	5,271	7,109	30.4074	41.0150
842	Water Reclamation Plant Operator II	150	57,257	77,231	4,771	6,436	27.5274	37.1304
843	Water Reclamation Plant Operator I	139	51,321	69,224	4,277	5,769	24.6735	33.2808
839	Electrician/Instrumentation Technician	156	60,780	81,983	5,065	6,832	29.2209	39.4147
832	Water Reclamation Plant Maintenance Leadworker	168	68,488	92,380	5,707	7,698	32.9269	44.4134
833	Water Reclamation Plant Mechanic II	146	55,023	74,218	4,585	6,185	26.4533	35.6816
834	Water Reclamation Plant Mechanic I	135	49,318	66,523	4,110	5,544	23.7107	31.9822
838	Lead Collection Systems Mechanic	158	62,001	83,630	5,167	6,969	29.8083	40.2069
835	Collection Systems Mechanic II	146	55,023	74,218	4,585	6,185	26.4533	35.6816
836	Collection Systems Mechanic I	130	46,925	63,294	3,910	5,275	22.5599	30.4300

**SANITARY DISTRICT
SUMMARY OF 2016/2017 BENEFIT PROGRAMS**

I. MEDICAL PLANS

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 \$125.00 as of January 1, 2016. The amount increases to \$128.00 per month as of January 1, 2017. Newly hired eligible employees are able to enroll in a health plan effective the 1st 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 1st of the month following their date of hire, with the City 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 (½-time = 50%; ¾-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 (½-time = 50%; ¾-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 1st 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 up 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 1st 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 Assistance 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 RETIREMENT 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.....\$1.25/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
- Education Reimbursement75% of expenses up to \$1,800/FY
- Mileage ReimbursementAmount recognized by the IRS for business travel
- Holidays88 hours plus 24 hours floating holiday/year
(pro-rated for regular, part-time employees; district employees that receive CAL-time do not receive floating holidays)
- Management Leave.....City Manager80 hours/year
Assistant City Manager, Directors, and City Clerk64 hours/year
Assistant Directors, Deputy Directors, and Deputy City Clerk48 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	