

## APPENDIX “A” JULY 2022

### CLASSIFICATION PLAN/COMPENSATION PLAN

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#### SALARY RANGES - APPROVED AS OF JULY 1, 2022

Title	#	A	B	C	D	E
Clerk I/Laborer	161	\$4,295	\$4,510	\$4,735	\$4,972	\$5,220
Utility Worker I	179	\$5,137	\$5,394	\$5,664	\$5,947	\$6,245
Clerk II	181	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370
Utility Worker II	189	\$5,675	\$5,959	\$6,257	\$6,569	\$6,898
Utility Worker III	199	\$6,269	\$6,582	\$6,911	\$7,257	\$7,620
Environmental Compliance Specialist	216	\$7,424	\$7,795	\$8,185	\$8,594	\$9,024
Utility Worker IV	219	\$7,649	\$8,031	\$8,433	\$8,855	\$9,297
Office Manager	219	\$7,649	\$8,031	\$8,433	\$8,855	\$9,297

Monthly pay rounded to nearest whole dollar. Actual pay rate table is in Dollars per hour. (Hourly Pay table below).

#### HOURLY PAY TABLE:

Title	#	A	B	C	D	E
Clerk I/Laborer	161	\$24.778	\$26.017	\$27.318	\$28.684	\$30.118
Utility Worker I	179	\$29.639	\$31.121	\$32.677	\$34.311	\$34.311
Clerk II	181	\$30.235	\$31.747	\$33.334	\$35.001	\$36.751
Utility Worker II	189	\$32.740	\$34.377	\$36.096	\$37.901	\$39.796
Utility Worker III	199	\$36.165	\$37.974	\$39.872	\$41.866	\$43.959
Environmental Compliance Specialist	216	\$42.831	\$44.972	\$47.221	\$49.582	\$52.061
Utility Worker IV	219	\$44.129	\$46.335	\$48.652	\$51.084	\$53.639
Office Manager	219	\$44.129	\$46.335	\$48.652	\$51.084	\$53.639

#### Job Descriptions

Job descriptions are included in Appendix B, Classification Plan of this Handbook.

#### Pay Day

Payday shall be bi-weekly on Wednesday of alternate weeks. If the payday falls on a holiday, employees shall be paid on the day following the holiday. The pay period will close at midnight on the Wednesday of the week proceeding each payday. All time, including overtime, worked after the close of the pay period shall be included on the time sheet for the next pay period.

#### Cost of Living Increases

The Board of Directors shall consider cost-of-living pay adjustments on an annual basis, generally in May of each year. The award of any pay adjustment is at the discretion of the Board, taking into account such pertinent factors as the District's financial status and the rise in the Consumer Price Index, All Urban Consumers, Los Angeles-Long Beach-Anaheim (March to March). Temporary, part-time and provisional employees are not eligible for such increases.

### **Stand-By Pay**

Employees on stand-by duty will be paid an additional amount equal to 2 hours of the amount shown on the District hourly pay table for the Utility Worker III (Step E) for each day assigned stand-by duty. Employees assigned alternate stand-by duty will be paid this same amount for each day assigned such duty.

### **Emergency Callout Compensation**

If an employee is called out in an emergency, he/she shall receive compensation for a minimum of two (2) hours. This is compensated at a time and one-half rate.

### **Travel Reimbursement Policy**

#### REGISTRATION

Registration fees charged for any authorized conference, seminar, workshop or meetings are reimbursable. Whenever possible registration fees will be paid directly in advance by the District. Extra registration fees for spouses or guests will not be paid by the District.

#### TRANSPORTATION / MILEAGE

Transportation costs for authorized District travel shall be an expense of the District. The District will attempt to be billed in advance for public transportation fares. An employee shall be reimbursed at the then current IRS rate for approved employment related travel in his/her personal vehicle. Evidence of appropriate vehicle insurance shall be presented to the Supervisor prior to District-related travel. Whenever possible, use of a District vehicle is preferred. Compensation for private vehicle mileage shall not exceed the cost of "coach class" fare, plus airport transportation, airport parking and transportation costs at the destination. Exceptions may be made when air service is not available or reasonably convenient. Special travel requirements such as rental car, taxi, or shuttle service will be reimbursed upon submission of adequate receipts and records provided by the employee. Receipts and records shall be provided within ten (10) days. GWSD Mileage Report Form must be completed by the employee prior to reimbursement for private vehicle mileage. Travel costs for spouses or guests will not be paid by the District.

#### LODGING

Lodging costs for authorized District travel shall be an expense of the District. When employees are authorized to travel on behalf of the District and an overnight stay is required an attempt shall be made to have the District billed in advance for lodging expenses. If prior arrangements are not possible, the employee may pay directly for lodging expenses. Reimbursement will be made upon submission of adequate receipts and records provided by the employee for normal lodging including single occupancy rate plus tax for each overnight stay required for reasonable travel and attendance. Receipts and records shall be provided within ten (10) days. No reimbursement will be made for extra services or entertainment requested by the employee that is not approved in advance by the General Manager/Superintendent.

#### MEALS

Staff shall be entitled to reimbursement of expenses for meals while traveling on behalf of the District. Reimbursement of expenses covers meals and incidental expenses, including tips, gratuities and snacks. Receipts are required to claim reimbursement of expenses. Per day caps on reimbursement will be periodically established by the Board of Directors and listed in the District's Personnel Policies Employee Handbook "Appendix A".

GOLETA WEST SANITARY DISTRICT  
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2022

Reimbursement for breakfast shall only be paid when travel begins before and is completed after 7:00 AM. The lunch reimbursement shall only be paid when travel begins before and is completed after 12:00 noon.

The dinner reimbursement shall only be paid when travel begins before and is completed after 6:00 PM. The costs of meals offered as part of the conference format shall be fully reimbursed, unless the cost of such meals is covered in the conference registration fee. However, staff shall not be entitled to reimbursement for any meal which has already been paid for by the District as part of a conference registration fee.

For all travel addressed in this policy, the District will not pay for or reimburse any expenses for consumption of alcoholic beverages.

ADMINISTRATION

District credit cards are available to employees for use when traveling on District business. Credit cards shall be used in accordance with current District Credit Card Usage Agreement. Each employee has a signed Credit Card Usage Agreement on file in their personnel file.

All requests for reimbursement shall be made in writing and signed by the employee requesting the reimbursement. GWSO forms are to be used whenever applicable.

Expense reimbursements shall be approved by the District's General Manager/Superintendent in accordance with the provisions of this policy. In the event an employee fails to include receipts or other documentation as required, the employee shall be promptly contacted with a description of the deficiencies. In the event said deficiencies are not corrected, or in the event any question or disagreement arises with respect to the administration of this policy the decision rendered by the General Manager/Superintendent shall be final.

PER DAY MEAL REIMBURSEMENT CAP

The per day meal reimbursement cap rate of \$60 was approved by Resolution No.678 Adopted by the Governing Board at the regular meeting of July 20, 2004.

**Holidays**

The District observes the following twelve (12) holidays:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve Day

### **Service Award Salary Increase**

An employee shall receive a 5% service award increase upon reaching fifteen (15) years of continual service and again at twenty (20) and twenty-five (25) years respectively.

### **Safety Incentive Program**

The District is committed to providing and maintaining a healthy and safe work environment for all employees. However, a safety program can only be successful if everyone cooperates. The District expects employees to assist in eliminating hazards and unsafe conditions, and to follow safe and healthy work practices at all times. The District is also committed to encouraging and recognizing the efforts of District employees to practice safety awareness. Beginning July 1, 2003 and each fiscal year thereafter, all District probationary and regular employees (excluding part-time employees, but including the General Manager) are eligible to receive an additional nine (9) hours of compensatory time off by going through an entire fiscal year without a loss time injury which causes a probationary or regular employee to be off work for a full work day. The fiscal year is July 1 to and including June 30. If no probationary or regular employee has a full day loss time injury during the fiscal year, nine (9) hours of compensatory time off will be added to each probationary and regular employee's compensatory time balance. The use of this compensatory time off is subject to the provisions of Sections 4.6.4 and 4.6.5 of this Handbook, except that an employee's accrued compensation time balance may exceed 40 hours as a result of receiving these nine (9) additional hours of compensatory time off.

### **Health Insurance Benefits**

The District provides eligible probationary and regular employees and part time employees health insurance benefits in accordance with the terms of the Public Employees' Retirement System (PERS) for health benefits. Each employee can choose from a selection of insurance carriers that have contracted with PERS for health benefits. Additional information is available in the District office. Health insurance benefits commence the first month following the eligible employee's date of hire. The District reserves the right to modify or eliminate any of its health insurance benefits at any time.

The District pays up to \$2,442/month of the health insurance benefits premium for the employee and dependents. The employee shall pay any premium above the \$2,442 through payroll deduction. (Effective January 2021).

### **Social Security Administration**

All District pay is subject to Federal and State mandated programs, including Social Security and Medicare taxes. The PERS retirement and health benefits program may supplement benefits under Social Security.

Benefits under Social Security may be supplemented by the PERS retirement and health benefits program.

### **Employees' Retirement System**

The District participates in the California Public Employees' Retirement System (CalPERS) for retirement benefits. All regular, full time District employees are enrolled in CalPERS upon their hire date. Contributions to the system are made by both the employee (through payroll deduction) and by the District. The District's contract with PERS allows for benefits calculated at 2% @ 55 for Vested Employees and 2% @ 62 for New Employees defined below.

### **Retirement: New Employees**

Under California law, retirement contributions are calculated differently for employees who begin work with the District on or after January 1, 2013, have no prior membership in any other California public retirement system or are not entitled to reciprocity with any other California public retirement system, or have been employed by a different CalPERS employer prior to January 1, 2013, with a break in service of more than six months.

New Employees are required by law to pay at least 50% of the retirement contribution. The District contributes the remaining 50%.

For New Employees, “pensionable compensation” does not include bonuses, overtime, pay for additional services outside normal working hours, cash payouts for unused leave or severance pay.

### **Retirement: Vested Employees**

For the first five (5) years of employment, the employee contributes 3½% of his/her salary to CalPERS, with the District paying the balance of the employee contribution. At the completion of five (5) years of service with the District, the District will pay the full 7% percent of the employee contribution to CalPERS.

For the purpose of CalPERS retirement benefits and contributions, a Vested Employee is an employee who began work with the District before January 1, 2013.

For the current fiscal year, District has elected to continue contributing 100% of the contribution amount for Vested Employees with more than five years of service.

For Vested Employees, “pensionable compensation” may, depending on the policies and procedures adopted by CalPERS, include bonuses, overtime, pay for additional services outside normal working hours, cash payouts for unused leave and severance pay.

District policy for retirement benefits is intended to be in line with the policies and procedures of CalPERS; where a conflict arises, CalPERS guidelines will control.

### **Dental**

The District provides Dental/insurance coverage for probationary and regular employees and dental insurance coverage for their dependents at no charge to the employee. Dental insurance coverage commences the first of the month following the eligible employee’s date of hire. The District reserves the right to modify or eliminate any of its Dental insurance benefits at any time. Insurance forms and information are available in the District office.

### **Life**

The District provides life insurance coverage for probationary and regular employees in the amount of \$100,000. Life insurance coverage commences the first of the month following the eligible employee’s date of hire. The District reserves the right to modify or eliminate any of its Life insurance benefits at any time. Insurance forms and information are available in the District office.

### **Long Term Disability**

The District provides Long Term Disability insurance coverage for regular employees at no charge to the employee. Long Term Disability insurance coverage commences the first month following the completion of the probationary period by the employee. The District reserves the right to modify or eliminate Long Term Disability insurance benefits at any time.

### **Vacation**

During the first year of employment, employees are not eligible to take vacation. At the completion of 12 months of full time employment, 10 days of vacation are credited to the employee's vacation accrual. Vacation days may be accrued up to 2½ times the annual vacation allowance.

Depending on the length of service with the District, vacation is accrued as follows:

<u>LENGTH OF SERVICE IN MONTHS</u>	<u>Hours Accrued Bi-weekly</u>
0 – 60	3.077
61 – 120	4.616
121 – and over	6.154

### **Sick Leave**

Sick leave is accrued at 3.69 hours bi-weekly, effective the first full month of employment. Sick leave is not accrued during any pay period when the employee is not in a paid status for the full pay period. The maximum amount of unused sick leave time which an employee may have accrued as of December 31 of each year is equal to 1040 hours (6 months). An employee who has in excess of his/her maximum sick leave accrued as of December 31 of any given year shall receive compensation at his/her current salary rate for all unused sick leave in excess of the maximum accrual amount. Such payment shall be made to the employee by January 31.

### **Payment of Sick Leave at Separation**

Should the employee retire under the District's retirement program, or leave the District for any other reason having completed 15 or more years of service, the employee will receive full payment at the employee's current rate of pay at time of separation for any unused portion of sick leave allowance. If the employee leaves the District for any reason with more than 1 year of continuous service, but less than 15 complete years of service, the employee will receive ½ pay for any unused portion of sick leave allowance. Employees who leave the District with 1 year or less of continuous service receive no payment for any unused portion of sick leave allowance. Regardless of the above, employees who are discharged from employment with the District for cause will not be entitled to any payment for their unused portion of sick leave allowance.

### **State Disability Insurance (SDI)**

Employees are covered under the State Disability Insurance program, with the cost of such coverage paid by each employee as a deduction from his/her paycheck.

### **Safety Boot Allowance/Uniforms and Protective Clothing**

Field personnel shall be entitled to reimbursement for the cost of steel-toe safety boots to a maximum amount of \$150 every twelve (12) months. The cost of uniforms and/or protective clothing that employees are required to wear shall be borne by the District.

### **Deferred Compensation Plan**

The District participates in a Deferred Compensation Plan which permits employees to enter into agreements with the District which will provide for deferral of payment of a portion of current compensation until death, disability, retirement, termination of employment or other emergency as provided in the formal written plan. Participation in this plan is optional with the employee. All Regular Employees as defined in Section 2.9.2 of the District's Personnel Policy Employee Handbook are eligible for matching contributions from the District. The District will match \$.50 on every dollar an employee

GOLETA WEST SANITARY DISTRICT  
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2022

contributes up to 6% of their compensation. An employee can contribute above the 6% of their compensation subject to the annual 457(b) limits provided by the IRS. However, the District will match the employee only on the first 6% of their compensation. The District match will count towards the annual 457(b) limits provided by the IRS.

**Credit Union**

Keypoint Credit Union is located at 7065 Marketplace Drive, Goleta, CA 93117. The phone number is (805) 570-6325.

**United Way**

Payroll deduction is available for those employees wishing to contribute to the United Way.