

**RESOLUTION NO. 24-826**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GOLETA WEST  
SANITARY DISTRICT AMENDING APPENDIX "A" OF THE DISTRICT'S  
PERSONNEL POLICY/EMPLOYEE HANDBOOK**

**WHEREAS**, the Board of Directors of the Goleta West Sanitary District has given general and specific consideration to the various matters contained in the District's "Personnel Policy/Employee Handbook" ("Handbook") and

**WHEREAS**, it was determined by the Board of Directors that various amendments to the Handbook should be made, and

**WHEREAS**, the Board of Directors of the Goleta West Sanitary District finds that it is in the best interest of the said District to apply a Cost of Living Adjustment to the salary ranges for District employees effective July 1, 2024, and

**WHEREAS**, the Board of Directors finds that it is in the best interests of the District to adopt an amended Appendix "A" of the Handbook in the form presented to the Board of Directors at this meeting.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The document attached to the Resolution and marked "Appendix A" shall be and the same is hereby adopted as Appendix A of the "Personnel Policy/Employee Handbook" of the District.
2. This Resolution shall be effective upon adoption.

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**I HEREBY CERTIFY** that the foregoing Resolution was adopted by the Board of Directors of the Goleta West Sanitary District at a meeting thereof held on the 2nd day of July 2024, by the following vote of the members thereof:

**AYES:** Geyer, Thomas, Turenchalk, Bearman, Lewis  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

  
\_\_\_\_\_  
Brian M. McCarthy, Clerk - Secretary  
(SEAL)

**APPROVED**

  
\_\_\_\_\_  
Eva Turenchalk, President



**APPENDIX “A” JULY 2024  
CLASSIFICATION PLAN/COMPENSATION PLAN**

**SALARY RANGES - APPROVED AS OF JULY 1, 2024**

<b>Title</b>	<b>#</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Clerk I/Laborer	169.5	\$4,674	\$4,908	\$5,153	\$5,411	\$5,681
Utility Worker I	187.5	\$5,591	\$5,870	\$6,164	\$6,472	\$6,796
Clerk II	189.5	\$5,703	\$5,988	\$6,288	\$6,602	\$6,932
Utility Worker II	197.5	\$6,176	\$6,485	\$6,809	\$7,149	\$7,507
Utility Worker III	207.5	\$6,822	\$7,163	\$7,521	\$7,897	\$8,292
Environmental Compliance Specialist	224.5	\$8,079	\$8,483	\$8,907	\$9,353	\$9,820
Office Manager	227.5	\$8,324	\$8,740	\$9,177	\$9,636	\$10,118
Utility Worker IV	227.5	\$8,324	\$8,740	\$9,177	\$9,636	\$10,118

Monthly pay rounded to nearest whole dollar.

Actual pay rate table is in dollars per hour (Hourly Pay Table below).

**HOURLY PAY TABLE:**

<b>Title</b>	<b>#</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Clerk I/Laborer	169.5	\$26.97	\$28.31	\$29.73	\$31.22	\$32.78
Utility Worker I	187.5	\$32.26	\$33.87	\$35.56	\$37.34	\$39.21
Clerk II	189.5	\$32.90	\$34.55	\$36.28	\$38.09	\$39.96
Utility Worker II	197.5	\$35.63	\$37.41	\$39.28	\$41.25	\$43.31
Utility Worker III	207.5	\$39.36	\$41.33	\$43.39	\$45.56	\$47.84
Environmental Compliance Specialist	224.5	\$46.61	\$48.94	\$51.39	\$53.96	\$56.66
Office Manager	227.5	\$48.02	\$50.43	\$52.95	\$55.59	\$58.37
Utility Worker IV	227	\$48.02	\$50.43	\$52.95	\$55.59	\$58.37

**JOB DESCRIPTIONS**

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

**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.

**TRAVEL REIMBURSEMENT – 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, Jr. Day
- Presidents' Day
- Memorial Day

Independence Day (July 4<sup>th</sup>)  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve Day

**HEALTH INSURANCE BENEFITS**

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

**RETIREMENT: VESTED EMPLOYEE CONTRIBUTION**

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.