

**RESOLUTION NO. 19-1565**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE ROSS VALLEY SANITARY DISTRICT ADOPTING SALARY AND  
BENEFITS FOR UNREPRESENTED EMPLOYEES OF THE DISTRICT**

**WHEREAS**, in 2016, the Board of Directors of Ross Valley Sanitary District (“District”) adopted Resolution 16-1507, Approving Terms and Conditions for Unrepresented Staff (“Terms and Conditions”) through June 30, 2018; and

**WHEREAS**, in 2018, the Board approved an updated Administrative and Personnel Policy Book that encompasses many standard policies that were included in the Terms and Conditions; and

**WHEREAS**, in 2018, the Board adopted Resolution 18-1549 establishing salary and benefits for unrepresented employees of the District, which documented any and all compensation not contained in the District’s Administrative and Personnel Policy Book; and

**WHEREAS**, the Board intends to annually adopt by resolution the salary and benefits compensation for unrepresented employees; and

**WHEREAS**, in the event of a conflict between this Resolution and the Administrative and Personnel Policy Book, the terms of this Resolution shall govern; and

**WHEREAS**, in the event of a conflict between this Resolution and an individual employment contract, the terms of the individual employment contract shall govern; and

**WHEREAS**, the salary and benefits compensation contained in this Resolution shall apply, unless modified by further Board action, until June 30, 2020.

**NOW, THEREFORE**, the Board resolves as follows:

Unrepresented professional and administrative District staff listed in **Exhibit A** are subject to the following salary and benefits compensation, implementation and administration of which shall be carried out by the General Manager or designee on behalf of the District.

**1. Salary**

Effective the first full pay period after July 1, 2019, the District shall increase the schedule of base salaries by 5% to reflect a cost of living adjustment (COLA) based on one percent (1%) above the San Francisco Bay Area Urban CPI, measured from April of the prior year to April of the year of the increase (4% in 2019).

**Exhibit B** contains the Salary Schedule effective the first full pay period in July 2019.

## 2. Insurance Benefits

The following benefits shall be provided to employees listed in Exhibit A:

- a. Workers' Compensation Insurance as required by law, premiums paid entirely by the District.
- b. Unemployment Insurance as required by law, premiums paid entirely by the District.
- c. Medical Insurance shall be made available to each employee. The District contribution toward the health plan shall be as follows:

Subscriber Only – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee only.

Subscriber Plus One – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus one qualifying dependent.

Subscriber Plus Two or more – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus two or more qualifying dependents.

The employee shall pay any difference between the District's maximum contribution toward medical insurance, if applicable, and the actual premium of medical insurance selected by the employee. In no event shall the District's contribution exceed the actual cost of the premium of the employee's selected medical insurance.

- d. Minimum Employer Contribution

For qualifying regular full-time employees enrolled in a CalPERS medical plan, the District is obligated to pay the minimum employer contribution to qualifying employees pursuant to the Public Employees' Medical & Hospital Care Act (PEMHCA) and the District's CalPERS resolution. The District's medical contributions above include the minimum amount required under Government Code section 22892.

- e. Medical Insurance In-Lieu

An employee covered by this Resolution may apply in writing to the District for waiver of required participation in the District's medical insurance program and to receive a payment of \$184.62 per pay period in-lieu of medical insurance coverage. To opt-out of the District's medical insurance and receive a payment in-lieu, the employee must provide proof of alternative minimum essential medical coverage for the employee and the employee's tax family. Employees must provide proof of alternative minimum essential medical coverage each plan year during open enrollment. The payment-in-lieu of District medical insurance shall be paid as a taxable cash benefit and is not reportable to CalPERS as pensionable compensation. Employees enrolled in the District's medical insurance coverage will not receive any waiver payment.

f. Dental Insurance

The District shall pay the cost of the Marin County Dental plan with Delta Dental Service, which provides eighty percent (80%) payments for the employee and family to a maximum of two-thousand dollars (\$2000) plus orthodontics (child only, 50% coverage to a \$1000 maximum). Plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

g. Life Insurance

The District shall provide life insurance at no cost to the employee. Plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

h. Short-Term Disability Coverage

The District shall provide short-term disability insurance at no cost to the employee. Short-term disability insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

i. Long-Term Disability Insurance

The District shall provide long-term disability insurance at no cost to the employee. Long-term disability insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

j. Vision Insurance

The District shall provide vision insurance at no cost to the employee and his/her dependents. Vision insurance plan documents are on file with the District's Human Resources office. and will be provided to employees upon request. Benefits levels are subject to change.

### **3. Retirement Benefits**

The District shall continue as an employer under the provisions of the California Public Employees Retirement System (CalPERS). As required by Government Code Section 7522.32, for the purposes of determining a retirement benefit, final compensation for employees shall be based on the highest average annual pensionable compensation earned by the member during the thirty-six (36) consecutive months immediately preceding his or her retirement, or some other thirty-six (36) consecutive month period designated by the member.

a. New (PEPRA) CalPERS Members – Benefit Formula and Employee Contribution.

All employees hired on or after January 1, 2013 will be provide CalPERS retirement benefits in compliance with the 2012 Public Employees' Pension Reform Act (PEPRA). Employees classified as "New" under PEPRA will be covered by the CalPERS 2% at 62 retirement formula. Employees shall contribute at least fifty percent (50%) of the Normal Cost of their Plan as calculated annually by CalPERS.

b. Classic CalPERS Members – Benefit Formula and Employee Contribution

Employees hired prior to January 1, 2013 or Classic CalPERS members hired subsequently shall be provided the 2.7% at 55 retirement formula. Effective July 1, 2015, employees shall contribute 100% of the required member contribution.

**4. Medical Insurance after Retirement – Basic Plan**

a. Minimum Employer Contribution.

All eligible retirees shall be entitled to the required minimum employer contribution upon retirement, pursuant to the District’s CalPERS PEMHCA resolution.

b. Basic Retiree Medical Plan

Employees who retire from District service into PERS retirement, and who at the time of retirement are age fifty-five (55) or older and also have twenty (20) years of District or comparable public sector service, the District provides additional contribution on a reimbursement basis above the minimum employer contribution required under PEMHCA. The eligible retiree contribution will be forty percent (40%) of the employee-only premium for the least expensive PERS Medical insurance available in the Bay Area each year and will be made only until the retiree reaches Medicare-eligible age. This contribution is inclusive of the PEMHCA minimum. The retiree shall pay the balance of the premium. Once an employee reaches the age for Medicare eligibility, the District’s additional contribution towards retiree medical insurance shall cease. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

Employees enrolled in the Basic Retiree Medical Plan that retire directly from the District will be eligible for plan benefits in accordance with the following schedule:

<b>BASIC RETIREE MEDICAL PLAN</b>	
<b>Years of Service</b>	<b>District Contribution</b>
Retired at age 55 or older with at least 5 years of District service and with 20 or more years of District or comparable public sector service.	40% of employee only premium, based on lowest cost PERS medical plan available in North Bay, until Medicare eligible.

c. Funding

The District shall bear 100% of the cost for the Basic Retiree Medical Plan. The cost is determined in accordance with the Governmental Accounting Standard Board guidelines and shall be updated in accordance with CalPERS CERBT requirements, every two years.

**5. Medical Insurance after Retirement – Enhanced Plan**

- a. All employees covered by this Resolution will have had the opportunity to make a one-time irrevocable election to participate in the new Enhanced Retiree Medical Plan effective January 1, 2020. Those employees not electing the Enhanced Retiree Medical Plan shall remain in the Basic Retiree Medical Plan.
- b. Employees hired on or after January 1, 2020 shall participate in the Enhanced Retiree Medical Plan.
- c. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of at least ten (10) years of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be fifty percent (50%) of the employee-only premium of the least expensive PERS Medical Insurance available in the Bay Area each year for life. The retiree shall pay the balance of the premium. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.
- d. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of at least fifteen (15) years of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be seventy five percent (75%) of the employee-only premium of the least expensive PERS Medical Insurance available in the Bay Area each year for life. The retiree shall pay the balance of the premium. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.
- e. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of twenty (20) years or more of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be one hundred percent (100%) of the employee-only premium of the least expensive PERS Medical Insurance available in the Bay Area each year for life. The retiree shall pay the balance of the premium. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.
- f. Employees enrolled in the Enhanced Retiree Medical Plan that retire directly from District service on or after January 1, 2020, and who have contributed to the plan funding, will be eligible for plan benefits in accordance with the following schedule:

<b>ENHANCED RETIREE MEDICAL PLAN</b>	
<b>Years of Service</b>	<b>District Contribution</b>
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 10 years of District or comparable public sector service	50% of employee only premium, based on lowest cost PERS medical plan available in North Bay, for life.
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 15 years of District or comparable public sector service.	75% of employee only premium, based on lowest cost PERS medical plan available in North Bay, for life.
Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 20 years of District or comparable public sector service.	100% of employee only premium, based on lowest cost PERS medical plan available in North Bay, for life.

g. Funding

Employees shall bear 100% of the cost difference between the Basic Retiree Medical Plan and the Enhanced Retiree Medical Plan. Employees shall make required contributions via payroll deduction. The employee cost is determined in accordance with the Governmental Accounting Standard Board guidelines and shall be updated in accordance with CalPERS CERBT requirements, every two years. Effective the first full pay period following January 1, 2020, employees shall make a non-refundable contribution to the District CERBT Trust of \$109.73 per pay period. The District shall provide sixty (60) days' notice of any changes in the required employee contribution.

**6. 457 Deferred Compensation Plan**

Effective the first full pay period of January 2020, the District shall contribute \$50.17 per pay period to each employee enrolled in the District's ICMA-RC 457 Plan.

**7. Longevity Pay**

This program was eliminated effective July 1, 2015.

**8. Standard Workweek**

The standard work week shall begin at 12:01 a.m. Monday and end at 12:00 midnight on the following Sunday, inclusive. Scheduling of work hours shall be done by department managers. The standard workweek schedule shall consist of forty (40) hours normally broken into five days of eight hours each day.

**9. Overtime/Compensatory Leave Time**

District overtime shall be defined as any time worked by an employee beyond the standard 40-hour work hours in a given week. In computing whether an employee has worked District overtime in any given workweek, all hours worked plus all leave taken (including compensatory leave, vacation leave,

sick leave, etc.) shall be included in the tabulation. Any and all overtime worked must be approved in advance by the employee's supervisor.

An employee covered by this Resolution who is required to work overtime may elect to be paid at the rate of time and one-half for the overtime hours worked or be credited with compensatory leave at the rate of time and one-half for each hour of overtime worked. All compensatory time accrued in any given fiscal year must be taken by June 30 and may not be carried forward into the next fiscal year.

#### **10. Wellness Program**

The District offers a voluntary wellness program, consisting of an annual reimbursement of up to five hundred dollars (\$500.00) per fiscal year for an employee's wellness-related expenditures. Reimbursement may be made for a range of programs intended to improve and promote employee health and fitness, including gym memberships, smoking cessation, diabetes management, weight loss programs, and preventative health screenings. Employees must submit all requests for reimbursement no later than July 31 of each calendar year for expenses incurred during the preceding fiscal year (July 1 through June 30). Employees may also be required to submit supporting information demonstrating that the content of the program promotes health and/or reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final.

#### **11. Vacation**

Employees shall be entitled to annual vacations on the basis of years of continuous service in accordance with the following schedule:

0-3 years of service	10 working days (80 hours)
3-10 years of service	15 working days (120 hours)
10-15 years of service	20 working days (160 hours)
15-20 years of service	22 working days (176 hours)
After 20 years of service	25 working days (200 hours)

#### **12. Administrative Leave Benefits**

In lieu of overtime, the following FLSA exempt classifications shall be eligible for up to ten days [eighty (80) hours] of administrative leave benefits per calendar year. Administrative leave benefits shall not accrue from one calendar year to the next. The procedure for requesting approval to use administrative leave is the same as that required to schedule vacation time.

Accountant I/II  
Assistant/Associate Engineer  
Business Systems Analyst I/II  
Finance & Administrative Services Manager  
Finance Supervisor  
Inspection Superintendent  
Operations & Maintenance Manager

Senior Accountant  
Senior Business Systems Analyst  
Senior Engineer  
Technical Services Manager

### 13. General Provisions

It is hereby understood that federal law, state law, and the District's adopted Administrative Personnel Policies determine procedures and policies relating to the terms and conditions of employment, except as otherwise provided by this Resolution. Any and all prior provisions applicable to the positions covered under this Resolution that are contained in any but the aforementioned sources and in this Resolution are hereby declared null and void.

### 14. Duration

Upon adoption, this Resolution shall be effective July 1, 2019 and shall terminate June 30, 2020.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Ross Valley Sanitary District at a meeting thereof on the 18th day of September 2019, by the following vote:

AYES: *Gaffney, Kelly, Meigs, Sylla, Boorstein*

NOES: *none.*

ABSENT: *none.*

ABSTAIN: *none.*

Attest:

*Thomas Gaffney*

Thomas Gaffney  
Secretary of the Board

*Michael Boorstein*

Michael Boorstein  
President of the Board

## Exhibit A

### List of Unrepresented Professional & Administrative Job Classifications

As of July 1, 2019

Accountant I/II  
Administrative Coordinator I/II  
Assistant/Associate Engineer  
Assistant General Manager (contract position)  
Business Systems Analyst I/II  
Clerk of the Board I/II  
Finance Supervisor  
General Manager (contract position)  
Inspection Superintendent  
Operations & Maintenance Manager (contract position)  
Finance & Administrative Services Manager (contract position)  
Senior Accountant  
Senior Administrative Coordinator  
Senior Business Systems Analyst  
Senior Clerk of the Board  
Senior Engineer  
Technical Services Manager (contract position)

**Exhibit B - Salary Schedule**  
**Salary Ranges for Unrepresented Job Classifications**  
Effective the first full pay period in July 2019

Monthly							
JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Administrative Coordinator I	37	\$ 5,059.67	\$ 5,312.66	\$ 5,578.29	\$ 5,857.20	\$ 6,150.06	\$ 6,457.57
Administrative Coordinator II	41	\$ 5,584.93	\$ 5,864.18	\$ 6,157.39	\$ 6,465.26	\$ 6,788.52	\$ 7,127.95
Senior Administrative Coordinator	45	\$ 6,164.72	\$ 6,472.96	\$ 6,796.60	\$ 7,136.43	\$ 7,493.26	\$ 7,867.92
Accountant I	46	\$ 6,318.84	\$ 6,634.78	\$ 6,966.52	\$ 7,314.85	\$ 7,680.59	\$ 8,064.62
Accountant II	50	\$ 6,974.82	\$ 7,323.56	\$ 7,689.73	\$ 8,074.22	\$ 8,477.93	\$ 8,901.83
Senior Accountant	54	\$ 7,698.89	\$ 8,083.84	\$ 8,488.03	\$ 8,912.43	\$ 9,358.05	\$ 9,825.95
Clerk of the Board I	55	\$ 7,891.36	\$ 8,285.93	\$ 8,700.23	\$ 9,135.24	\$ 9,592.00	\$ 10,071.60
Clerk of the Board II	59	\$ 8,710.59	\$ 9,146.12	\$ 9,603.42	\$ 10,083.60	\$ 10,587.78	\$ 11,117.16
Senior Clerk of the Board	63	\$ 9,614.86	\$ 10,095.60	\$ 10,600.38	\$ 11,130.40	\$ 11,686.92	\$ 12,271.27
Business Systems Analyst I	54	\$ 7,698.89	\$ 8,083.84	\$ 8,488.03	\$ 8,912.43	\$ 9,358.05	\$ 9,825.95
Business Systems Analyst II	58	\$ 8,498.14	\$ 8,923.04	\$ 9,369.19	\$ 9,837.65	\$ 10,329.54	\$ 10,846.01
Senior Business Systems Analyst	62	\$ 9,380.35	\$ 9,849.37	\$ 10,341.84	\$ 10,858.93	\$ 11,401.88	\$ 11,971.97
Finance Supervisor	70	\$ 11,429.05	\$ 12,000.50	\$ 12,600.53	\$ 13,230.55	\$ 13,892.08	\$ 14,586.68
Inspection Superintendent	70	\$ 11,429.05	\$ 12,000.50	\$ 12,600.53	\$ 13,230.55	\$ 13,892.08	\$ 14,586.68
Assistant Engineer	58	\$ 8,498.14	\$ 8,923.04	\$ 9,369.19	\$ 9,837.65	\$ 10,329.54	\$ 10,846.01
Associate Engineer	64	\$ 9,855.23	\$ 10,347.99	\$ 10,865.39	\$ 11,408.66	\$ 11,979.10	\$ 12,578.05
Senior Engineer	70	\$ 11,429.05	\$ 12,000.50	\$ 12,600.53	\$ 13,230.55	\$ 13,892.08	\$ 14,586.68

AGM Assignment (+5%)

Monthly							
Operations & Maintenance Manager	\$ 11,740.05	\$ 12,358.50	\$ 13,008.45	\$ 13,693.05	\$ 14,414.40	\$ 15,172.50	\$ 15,931.13
Finance and Business Services Manager	\$ 14,080.50	\$ 14,820.75	\$ 15,600.90	\$ 16,422.00	\$ 17,287.20	\$ 18,196.50	\$ 19,106.33
Technical Services Manager	\$ 14,586.60	\$ 15,355.20	\$ 16,162.65	\$ 17,013.15	\$ 17,908.80	\$ 18,851.70	\$ 19,794.29
General Manager							\$ 17,500.00