

**ROSS VALLEY SANITARY DISTRICT  
RESOLUTION NO. 23-1645**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
APPROVING A SALARY AND BENEFITS SCHEDULE  
FOR UNREPRESENTED EMPLOYEES OF THE DISTRICT**

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

**WHEREAS**, the salary and benefits compensation contained in this Resolution shall apply, unless modified by further Board action, until June 30, 2024; and

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

**WHEREAS**, in the event of a conflict between this Resolution and Board-adopted employment contract, the terms of the individual employment contract shall govern.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Ross Valley Sanitary District hereby resolve 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, 2023, 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 (4.2% in 2023) with a CPI floor of 2.5% and a CPI ceiling of 4%.

**Exhibit B** contains the Salary Schedule effective the first full pay period in July 2023.

**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 provide dental insurance at no cost to the employee and his/her dependents. Dental Insurance 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. Life insurance 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 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.

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

The District provides an additional contribution on a reimbursement basis above the minimum employer contribution required under PEMHCA for eligible retirees. The District contribution will be forty percent (40%) of the employee-only premium for the least expensive PERS Medical insurance available, to the retiree, 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. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this

section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

c. Eligibility

Employees must be age fifty-five (55) or older and have twenty (20) years of District or comparable public sector service. Employees must retire from the District to receive the benefit 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, to the retiree, until Medicare eligible.

d. 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 shall contribute to the Enhanced Retiree Medical Plan.
- b. 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, to the retiree, each year, for life. The retiree shall pay any difference between the District's contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.
- 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 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 each year, to the retiree, for life. The retiree shall pay any difference between the District's contribution

toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. 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 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 each year, to the retiree, for life. The retiree shall pay any difference between the District's contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.
- e. 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, to the retiree, 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, to the retiree, 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, to the retiree, for life.

- f. 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. 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 Mission Square 457 Plan.

**7. Longevity Pay**

This program was eliminated effective July 1, 2015.

**8. Physical Wellness Reimbursement Program**

The District offers a voluntary physical wellness reimbursement 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 and/or purchases intended to improve and promote employee physical health and fitness as described in the District’s program procedure.

Employees must submit all requests for reimbursement, using the applicable form, no later than July 31 of each calendar year for expenses incurred during the preceding fiscal year (July 1 through June 30).

**9. Preventive Care Incentive Program**

The District offers its employees a preventive care incentive program which provides a payment of fifty dollars (\$50.00) for each preventive care activity, up to two hundred and fifty dollars (\$250.00) per fiscal year as described in the District’s program procedure.

Evidence of participation in a preventive care activity is required to receive the incentive payment. Employees must submit all requests for payment, using the appropriate form, no later than July 31 of each calendar year for preventive care activities taking place during the preceding fiscal year (July 1 through June 30).

**10. Vacation**

Employees shall be entitled to annual vacation accrual based on CalPERS service credit in accordance with the adopted Administrative and Personnel Policy Book and 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)

For the purposes of this section, public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

**11. 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. The procedure for requesting approval to use administrative leave is the same as that required to schedule vacation time.

Accountant I-II  
Administrative Services Manager  
Assistant/Associate Engineer  
Business Systems Analyst I-II  
Board Clerk/Mgmt Analyst I-II  
Finance Supervisor  
O&M Manager  
O&M Superintendent  
Senior Accountant  
Senior Business Systems Analyst  
Senior Board Clerk/Mgmt Analyst I-II  
Senior Engineer

Administrative leave shall accrue as follows:

- First pay period that includes January 1: 20 Hours
- First pay period that includes April 1: 20 Hours
- First pay period that includes July 1: 20 Hours
- First pay period that includes October 1: 20 Hours

There is no limit to the number of administrative hours that can accrue. However, employees are limited to a carryover of forty (40) hours from one calendar year to the next. Any unused accrued administrative leave in excess of forty (40) hours as of December 31 on any given year shall be cashed out automatically and paid the first pay period that includes January 1 of the subsequent year.

## **12. Technology Stipend**

District employees who have an approved work-from-home (telecommute) assignment and do not have a District-issued cell phone are eligible to receive a reimbursement of up to fifty dollars (\$50.00) per month for the reasonable cost of using a personal mobile phone for District-related business. The technology stipend is paid quarterly in alignment with the individual employee's approved Telecommuting Agreement.

## **13. Take Home Vehicle**

The Operations and Maintenance Superintendent may be assigned a take home vehicle to minimize response times during District emergencies. The Superintendent shall remain within fifty-five (55) driving miles of the District office when assigned a take home vehicle.

Take home use of the District vehicle is limited to commute and incidental usage between the District and employee's home and any necessary emergency response during off-duty hours, nights and weekends. Use of the District take home vehicle is subject to the District's "vehicle use policy".

**14. 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.

**15. Duration**

Upon adoption, this Resolution shall be effective July 1, 2023 and shall terminate June 30, 2024.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the Ross Valley Sanitary District at a meeting thereof on the 21st day of June 2023, by the following vote:

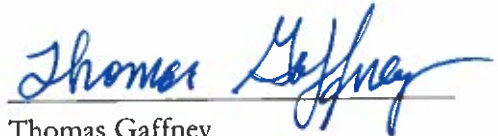
AYES: Boorstein, Gaffney, Kelly, Meigs, Sylla,

NOES: None

ABSENT: None

ABSTAIN: None

**Attest:**



Thomas Gaffney  
President of the Board



Michael Boorstein  
Secretary of the Board



## Exhibit A

### List of Unrepresented Professional & Administrative Job Classifications

As of July 1, 2023

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

**Exhibit B - Salary Schedule**  
**Salary Ranges for Unrepresented Job Classifications**  
Effective the first full pay period in July 2023

<b>UNREPRESENTED POSITIONS - Monthly Base Salary</b>							
<b>JOB CLASSIFICATION</b>	<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Administrative Coordinator I	37	\$ 5,963.46	\$ 6,261.63	\$ 6,574.71	\$ 6,903.45	\$ 7,248.62	\$ 7,611.05
Administrative Coordinator II	41	\$ 6,582.54	\$ 6,911.67	\$ 7,257.25	\$ 7,620.11	\$ 8,001.12	\$ 8,401.18
Senior Administrative Coordinator	45	\$ 7,265.89	\$ 7,629.19	\$ 8,010.65	\$ 8,411.18	\$ 8,831.74	\$ 9,273.33
Management Analyst I	50	\$ 8,220.69	\$ 8,631.73	\$ 9,063.31	\$ 9,516.48	\$ 9,992.30	\$ 10,491.92
Management Analyst II	54	\$ 9,074.11	\$ 9,527.81	\$ 10,004.20	\$ 10,504.41	\$ 11,029.63	\$ 11,581.11
Accountant I	46	\$ 7,447.54	\$ 7,819.92	\$ 8,210.91	\$ 8,621.46	\$ 9,052.53	\$ 9,505.16
Accountant II	50	\$ 8,220.69	\$ 8,631.73	\$ 9,063.31	\$ 9,516.48	\$ 9,992.30	\$ 10,491.92
Senior Accountant	54	\$ 9,074.11	\$ 9,527.81	\$ 10,004.20	\$ 10,504.41	\$ 11,029.63	\$ 11,581.11
Board Clerk/Mgmt Analyst I	55	\$ 9,300.96	\$ 9,766.01	\$ 10,254.31	\$ 10,767.02	\$ 11,305.37	\$ 11,870.64
Board Clerk/Mgmt Analyst II	59	\$ 10,266.52	\$ 10,779.84	\$ 11,318.84	\$ 11,884.78	\$ 12,479.02	\$ 13,102.97
Senior Clerk of the Board	63	\$ 11,332.32	\$ 11,898.93	\$ 12,493.88	\$ 13,118.57	\$ 13,774.50	\$ 14,463.22
Business Systems Analyst I	54	\$ 9,074.11	\$ 9,527.81	\$ 10,004.20	\$ 10,504.41	\$ 11,029.63	\$ 11,581.11
Business Systems Analyst II	58	\$ 10,016.12	\$ 10,516.92	\$ 11,042.77	\$ 11,594.91	\$ 12,174.65	\$ 12,783.38
Senior Business Systems Analyst	62	\$ 11,055.92	\$ 11,608.71	\$ 12,189.15	\$ 12,798.61	\$ 13,438.54	\$ 14,110.46
Finance Supervisor	70	\$ 13,470.56	\$ 14,144.09	\$ 14,851.29	\$ 15,593.86	\$ 16,373.55	\$ 17,192.23
O & M Superintendent	66	\$ 12,203.66	\$ 12,813.85	\$ 13,454.54	\$ 14,127.27	\$ 14,833.63	\$ 15,575.31
Assistant Engineer	58	\$ 10,016.12	\$ 10,516.92	\$ 11,042.77	\$ 11,594.91	\$ 12,174.65	\$ 12,783.38
Associate Engineer	64	\$ 11,615.62	\$ 12,196.40	\$ 12,806.22	\$ 13,446.54	\$ 14,118.86	\$ 14,824.81
Senior Engineer	70	\$ 13,470.56	\$ 14,144.09	\$ 14,851.29	\$ 15,593.86	\$ 16,373.55	\$ 17,192.23
O & M Manager	N/A	\$ 13,838.76	\$ 14,566.67	\$ 15,333.90	\$ 16,140.88	\$ 16,991.18	\$ 17,884.82
Admin Services Mgr/AGM	N/A	\$ 17,386.59	\$ 18,389.90	\$ 19,357.67	\$ 20,377.55	\$ 21,449.39	\$ 22,521.87
General Manager	N/A						\$ 24,567.69