

Sunnyslope County Water District

Compensation and Benefit Summary - FY 2017-18

MONTHLY SALARIES BY POSITION AND STEP ⁽¹⁾⁽²⁾:

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
Account Technician	\$ 3,615.23	\$ 3,795.99	\$ 3,985.79	\$ 4,185.08	\$ 4,394.33	\$ 4,614.05	\$ 4,844.75	\$ 5,086.99	\$ 5,341.34	\$ 5,608.41
Assistant Engineer *	\$ 4,809.07	\$ 5,049.52	\$ 5,302.00	\$ 5,567.10	\$ 5,845.46	\$ 6,137.73	\$ 6,444.62	\$ 6,766.85		
* OR * Associate Engineer *	\$ 6,586.34	\$ 6,915.66	\$ 7,261.44	\$ 7,624.51	\$ 8,005.74	\$ 8,406.03	\$ 8,826.33	\$ 9,267.65		
Billing Clerk / Receptionist	\$ 3,024.76	\$ 3,176.00	\$ 3,334.80	\$ 3,501.54	\$ 3,676.62					
Executive Assistant – Confidential *	\$ 4,751.76	\$ 4,989.35	\$ 5,238.82	\$ 5,500.76	\$ 5,775.80	\$ 6,064.59				
Finance & Human Resource Manager *	\$ 7,866.90	\$ 8,260.25	\$ 8,673.26	\$ 9,106.92	\$ 9,562.27	\$ 10,040.38				
Operations & Maint. Crew Chief *	\$ 7,421.83	\$ 7,792.92	\$ 8,182.57	\$ 8,591.70	\$ 9,021.29					
Plant Maint. Electrician/ Instrument Tech.	\$ 6,110.72	\$ 6,416.26	\$ 6,737.07	\$ 7,073.92	\$ 7,427.62					
Water/Wastewater Superintendent *	\$ 8,942.11	\$ 9,389.22	\$ 9,858.68	\$ 10,351.61	\$ 10,869.19					
Water Treatment Plant Operator	\$ 6,398.96	\$ 6,718.91	\$ 7,054.86	\$ 7,407.60	\$ 7,777.98	\$ 8,166.88				
Water/Wastewater Utility Maint.	\$ 4,742.75	\$ 4,979.89	\$ 5,228.88	\$ 5,490.32	\$ 5,764.84	\$ 6,053.08	\$ 6,355.73	\$ 6,673.52	\$ 7,007.20	\$ 7,357.56

* Management position, exempt from overtime, and eligible for Management Leave.

Adopted: 9/13/16, 10/18/16, & 11/21/17

Effective: 11/21/17

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HOLIDAYS:

New Year's Day	Labor Day	½ day Before Christmas Day
Presidents' Day	½ day Before Thanksgiving Day	Christmas Day
Memorial Day	Thanksgiving Day	½ day Before New Year's Day
4 th of July	Day After Thanksgiving Day	3-Floating Days ⁽³⁾

SICK LEAVE:

Earned at a rate of one day per month, and is allowed to accumulate. When certain conditions are met yearly, and at retirement, a portion of sick leave can be converted to cash.⁽⁴⁾

VACATION:

1 to 5 years	– 10 days per year	– 6.67 hours per month (6 hrs. 40 mins.)
6 to 10 years	– 15 days per year	– 10.00 hours per month
11 to 15 years	– 20 days per year	– 13.33 hours per month (13 hrs. 20 mins.)
16 + years	– 22 days per year	– 14.67 hours per month (14 hrs. 40 mins.)

Maximum accrual of Vacation time is 240 hours.

MANAGEMENT LEAVE:

Exempt management positions are eligible for Management Leave of up to 80 hours per year, upon approval by the General Manager. Management Leave will be “front loaded” as available each July 1 and any unused leave at June 15 the following year will be lost (i.e. is not eligible to be carried over to the next year).

LONGEVITY STEPS:

In recognition of years of service to the District, Longevity Steps are awarded as follows:

<u>Years of Service</u>	<u>Additional Longevity Pay</u>
15-19	2.0%
20-24	4.0%
25+	6.0%

The Longevity Step is added to the employees base pay at their current position and Step. The longevity step is guaranteed for employees once they reach the required number of years of service.

HEALTH, DENTAL, & VISION INSURANCE:

District pays 100% of the premiums for employee only. See the Human Resource Manager for a summary of the benefits covered under each plan.

Employee may purchase dependent coverage through payroll deduction for the cost of dependent premiums. District pays a benefit of \$500 per month that can be used toward any dependent insurance coverage, and if unused for dependent coverage must be deposited in the employee's deferred compensation account. Dependent premium cost in excess of the \$500 per month allowance is at the employees' expense.

TERM LIFE INSURANCE:

\$50,000 coverage on employee only, insurance premium 100% paid by the District.

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DEFERRED COMPENSATION PLAN:

Employee option to participate. District to pay 30% match on what employee contributed up to a maximum cost to District of \$468 per year. Yearly salary deferred according to current laws.

RETIREMENT BENEFIT:

Classic employees: CalPERS 2.7% @ 55; District pays employee's share, currently 8%, less employee cost sharing of 2% ⁽⁵⁾.

PEPRA employees: CalPERS 2% @ 62; Employee's share 6.250%.

BOOT ALLOWANCE:

\$150 per year to eligible employees per policy **3018 Uniforms and Safety Shoes / Boot Allowance** of the *Employee Handbook*.

CELLULAR PHONE REIMBURSEMENT:

Eligible employees will be reimbursed \$20 per month for business use of their personal cell phone. They are also eligible to be reimbursed up to \$30 for the purchase of a "hands-free" device upon submission of a receipt as proof of purchase up to one time in a two year period.

FOOTNOTES:

- (1) The General Manager's salary is determined by the Board of Directors, and is \$13,843.00 per month effective January 1, 2017. Directors are paid \$100 per meeting, up to a maximum of \$600 per month.
- (2) Step increases are not guaranteed, but are awarded through the combination of:
 1. Licenses held by the employee, meeting or exceeding the minimum requirements for each step;
 2. Knowledge, skills, and abilities of the employee, including critical thinking, problem solving, and leadership abilities;
 3. A supervisor's rating of the employee's knowledge, skills, and abilities compared to other employees in the same job classification;
 4. A Supervisor's recommendation for a Step increase;
 5. General Manager approval; and
 6. Positions with greater than 5 steps must have at least 18 months time between promotions to the last two (2) steps.
- (3) Floating holidays are to be used at the employee's discretion, to be used in whole day increments (unless balance is less than a whole day), and may be taken after July 1, but must be used before June 15 each year. Floating holidays do not carryover.
- (4) Under certain circumstances, sick leave can be cashed out. For eligibility requirements and details on when sick leave can be cashed out. see **Appendix K Sick Leave Conversion to Cash** policy.
- (5) Employees considered "Classic" for retirement purposes contribute toward their CalPERS retirement costs. The cost sharing contribution rate is 2%, effective July 1, 2016.