

RESOLUTION NO. 2021-19

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SAN BENITO COUNTY WATER DISTRICT
FOR SALARY AND COMPENSATION FOR THE
MANAGEMENT/CONFIDENTIAL/PROFESSIONAL EMPLOYEE GROUP**

WHEREAS, San Benito County Water District desires to memorialize certain benefits and compensation currently provided to Management/Confidential/Professional employees;

WHEREAS, classifications in the San Benito County Water District's Management/Confidential/Professional group are considered a group because they share similarities in job duties or are otherwise a logical work-related grouping;

THEREFORE, BE IT RESOLVED by the Board of Directors of the San Benito County Water District, that the following employment terms apply for employees in the Management/Confidential/Professional group. This Resolution supersedes and incorporates Resolutions number 2020-13, 2017-10; the Board of Director's approval of the addition of the Finance Manager job classification to the Management /Confidential/Professional group on October 28, 2020; Management/Confidential/ Professional Summary of Benefits (Revised July 1, 2020 and July 1, 2017), and Management/Confidential/Professional Employee Compensation Plan for 2009, 2008, 2004, 1999.

Section 1.0 – Purpose and Application

The purpose of this Resolution is to set forth certain salary, benefits and additional compensation for Management/Confidential/Professional employees of the San Benito County Water District ("District").

This Resolution will be applicable to probationary and regular employees in the following Management/Confidential/Professional classifications:

- A. Accountant
- B. Assistant Engineer
- C. Associate Engineer
- D. Deputy District Engineer
- E. Finance Manager
- F. Human Resources/Administrative Assistant
- G. Operations & Maintenance Manager

- H. Senior Engineer
- I. Supervising Accountant
- J. Water Conservation Program Manager

Temporary and seasonal employees are not covered by this Resolution.

This Resolution creates no contractual or vested rights. The Board of Directors retains all rights and authority to amend, reduce, or eliminate benefits and additional compensation in its sole and absolute discretion.

In accordance with Article II, Section 1 of the District’s Personnel Rules and Regulations, unrepresented Management, Confidential and Professional employees, and employees who are party to an employment agreement with the District, are at-will employees.

Section 2.0 - Salaries

Effective July 11, 2022, employees in the Management/Confidential/Professional group will be eligible for a salary increase contingent upon the United States Bureau of Reclamation water supply allocation for Central Valley Project agricultural contractors as follows:

**USBR South of
Delta Ag COLA
Allocation as of effective July
May 15th , 2022 11, 2022**

65% or greater	3%
31% - 64%	2%
16% - 30%	1%
0 – 15%	0%

The nominal value of the combined cost of living increases for Fiscal Years 20/21, 21/22, and 22/23 will not exceed a total of six percent (6%).

The full classification table and salary schedule for Fiscal Year 21/22 is reflected in Appendix A.

Section 3.0 - Longevity Pay for Tier One Employees

Employees hired by the District before January 1, 2013 who have more than five (5) years of continuous District service will receive longevity pay in the amount of eight percent (8%). No other employees will be eligible for longevity pay.

Section 4.0 - Unpaid Furlough

For Fiscal Year 22/23, in the event the US Bureau of Reclamation water supply allocation for Central Valley Project agricultural contractors is less than twenty-five percent (25%) as of May 15th prior to the upcoming fiscal year, at the District Board's discretion, the District will schedule unpaid furlough days to be taken by Management/Confidential/Professional employees. The number of furlough days without pay per fiscal year will be contingent on the US Bureau of Reclamation water supply allocation for Central Valley Project agricultural contractors, as follows:

USBR South of Delta Ag Allocation as of May 15th in, 2022	FY 22/23
25% or greater	0
15% to 24%	6 furlough days per fiscal year
0-14%	10 furlough days per fiscal year

The District will provide employees with the schedule of furlough days for the upcoming fiscal year by July 1st.

In the event of furloughs, employees may have the option of using accrued vacation, compensatory time off, or personal leave concurrently with the unpaid furlough time off.

FLSA exempt employees in the classifications of Deputy District Engineer, Associate/Senior Engineer, Operations & Maintenance Manager, Supervising Accountant, and Water Conservation Program Manager will be converted to non-exempt status in the workweek(s) containing the unpaid furlough. Such employees who work more than forty (40) hours in the applicable workweek will receive overtime compensation of one and one half (1-1/2) of the employee's regular hourly rate of pay for each hour of FLSA overtime worked. In such cases, time and a half overtime will be paid in lieu of straight time overtime for the Associate Engineer, Senior Engineer, and Supervising Accountant. All overtime work by such employees must be pre-approved by the District Manager or designee. The District reserves the right to restrict the work of such employees to forty (40) hours within the applicable work week. The District office closure for four (4) non-holiday workdays approximately between December 25th and

January 1st will not count as unpaid furlough days for the purpose of this section in the event of a furlough requirement in the applicable fiscal year.

Section 5.0 Educational and Technical Certification Incentives

The District will provide the following educational incentives to employees for completing educational courses and certificates listed below, which enhance their ability to do their job:

A. Continuing Education incentive

Upon proof of certification to the District, employees who have completed Continuing Education Units (CEU) or equivalent education or training outside of their normal District duties during the previous twenty four (24) months will receive a per pay period incentive payment of twenty two dollars and forty-five cents (\$ 22.45) per CEU or equivalent to a maximum of sixty-seven dollars and thirty cents (\$ 67.30) per pay period.

The Continuing Education Incentive will be based on increments of greater than or equal to 0.5 CEU; generally, 1 hour of training equates to 0.1 CEU.

To be eligible for this benefit, employees must obtain CEUs or equivalent education or training in areas applicable to advancement in the employee's classification series, as determined and approved in advance in writing by the District. The fees associated with obtaining the CEUs must be paid for by the employee.

CEU units earned beyond what are required for the maximum education incentive pay may be accrued for use toward education incentive pay in subsequent years, provided, however that beginning with credits earned July 1, 2014, only credit that has been received within the past three years may be eligible for the Continuing Education Incentive under this accrual provision.

CEU units or equivalent education and training taken in furtherance of a technical certification described below will not be subject to the Continuing Education Incentive provided under this provision.

B. Technical Certification Incentive

For employees in the classifications listed below, in recognition of possession of the technical certifications listed below which are not required for the employee's current job classification, the employee will

receive the incentive pay listed below, to a maximum of one hundred forty dollars and twenty-five cents (\$140.25) per pay period, effective the first day of the next pay period through the end of the pay period in which the certification expires.

Technical Certification Pay will be as follows:

1. The Operations and Maintenance Manager will be eligible to receive an incentive for maintenance of a Water Treatment Operator Grade 2 certificate in the amount of thirty-nine dollars and twenty-five cents (\$39.25) per pay period, and fifty dollars and fifty cents (\$50.50) per pay period for maintenance of a Water Distribution Operator Grade 3 certificate
2. The Water Conservation Program Manager will receive an incentive for maintenance of a Certified Landscape Irrigation Auditor certificate in the amount of thirty-nine dollars and twenty-five cents (\$39.25) per pay period.

C. Training and Education Loan Assistance Program

The District will provide financial assistance to regular employees for qualifying training and/or education programs directly related to career advancement with the District. The District will advance the cost of such programs (tuition, books and required materials) up to one thousand dollars (\$1,000) per program and a maximum of one thousand five hundred dollars (\$1,500) per employee at any time. The employee will repay the advance under the terms set forth below. Employees are required to submit receipts within thirty (30) days of the advance or will be required to repay the loan in full immediately.

An employee requesting financial assistance to attend a training and/or education program must provide the District Manager with a written request for the advance (including the amount requested) and an official description of the program with sufficient information to determine whether the program qualifies for District financial assistance. Once approved, the District and the employee will agree on a repayment schedule providing regular payroll deductions from the employee's paycheck beginning with the pay period following the disbursement of funds, and for a period not to exceed thirty-six (36) months. The District

and the employee will then enter into a written agreement specifying the agreed upon terms.

The District will not approve new financial assistance requests from an employee until prior training and education assistance monies are repaid in full.

If for any reason the employee separates from District employment prior to repayment of the monies advanced, the entire unpaid amount of the advance will become immediately due and payable to the District upon the effective date of separation.

Section 6.0 Overtime

Employees in the classifications of Accountant, Assistant Engineer, Associate Engineer and Human Resources/Administrative Assistant are authorized to receive overtime compensation. Overtime will be any authorized work exceeding forty (40) hours in a seven-day consecutive period beginning at 12:00 a.m. on Monday and ending at 11:59 p.m. on Sunday. Overtime compensation will be paid at one and one half (1-1/2) of the employee's regular hourly rate of pay for work exceeding forty (40) hours in the seven-day consecutive period. Such employees will not be eligible for management leave.

Employees in the classifications of Senior Engineer and Supervising Accountant will be eligible for overtime pay paid at the employee's base hourly rate of pay for time worked in excess of forty (40) hours in the seven-day consecutive period. Such employees will not be eligible for management leave.

All overtime work must be pre-approved by the employee's manager. In exceptional or emergency circumstances where overtime is required and there is no opportunity to obtain such authorization or approval, an employee will report the overtime hours worked and the purpose to his/her supervisor at the first opportunity.

Section 7.0 - End of Year Closure

The District reserves the right to close District offices for four (4) non-holiday workdays approximately between December 25th and January 1st, with exact dates of the closure to be determined by District management and provided to employees by December for the following calendar year. End of Year closure days will be unpaid; however, employees may use accrued vacation, compensatory time off, or personal leave concurrently with the non-End of Year closure days on which they would otherwise be scheduled to work. End of year

closure days will not count as unpaid furlough days in the event of an unpaid furlough requirement in the applicable fiscal year, as described in “Section 4.0 - Unpaid Furlough.”

FLSA exempt employees in the classifications of Supervising Accountant, Deputy District Engineer, Associate/Senior Engineer, Operations & Maintenance Manager, and Water Conservation Program Manager, who choose not to use accrued paid leave concurrently with the end of year closure will be converted to non-exempt status in the workweek(s) containing the end of year closure. Such employees who work more than forty (40) hours in the applicable workweek will receive overtime compensation of one and one half (1-1/2) of the employee’s regular hourly rate of pay for each hour of FLSA overtime worked. In such cases, time and a half overtime will be paid in lieu of straight time overtime for the Associate Engineer, Senior Engineer and Supervising Accountant. All overtime work by such employees must be pre-approved by the District Manager or designee. The District reserves the right to restrict the work of such employees to 40 hours within the applicable workweek.

Section 8.0 –Health and Welfare Benefits

The Employer Benefit Program (Medical, Dental, Vision, Life, Pre-Tax Medical, Deferred Compensation) for Management, Confidential and Professional employees in benefit program Tiers One and Two as described below will not be less than the corresponding tier of benefit programs for represented employees.

A. Medical Insurance Contribution

The District is a participating employer in the Public Employees’ Medical and Hospital Care Act (PEMHCA), the medical insurance program sponsored by CalPERS. For each employee enrolled in District-provided health insurance, the District’s maximum contribution per month for medical insurance for each active employee will be the minimum employer contribution as determined by CalPERS.

B. Flexible Benefit Plan

The District maintains a Flexible Benefit Plan that constitutes a cafeteria plan within the meaning of Section 125 of the Internal Revenue Code. The Flexible Benefit Plan allows active employees to pay for actual medical plan

premiums or other qualified expenses, on a pre-tax basis. Benefits available through the Cafeteria Plan include, but are not limited to, health insurance, flexible spending accounts for out-of-pocket medical expenses and dependent care, dental insurance and vision insurance benefits.

1. Tier One - District Contribution for Employees Hired Before July 1, 2020:

For employees hired before July 1, 2020, in addition to the minimum employer contribution to PEMHCA required by CalPERS, the District will provide a monthly contribution in the amount of one thousand two hundred eighty five dollars (\$1,285) for each employee to use toward purchase of health and welfare benefits. Any portion of the District-paid cafeteria plan allowance that is not used for the purchase of health and welfare benefits will be paid to the employee as taxable income.

Effective January 1, 2018, the District will contribute, on behalf of each eligible, Tier One, full-time employee enrolled in single party District-provided medical insurance, solely for the purchase of medical insurance coverage, an amount up to one hundred dollars (\$100) per month.

Effective January 1, 2018, the District will contribute, on behalf of each eligible, Tier One, full time employee enrolled in employee plus one or employee plus family District-provided medical insurance, solely for the purchase of medical insurance coverage, an amount up to two hundred dollars (\$200) per month.

2. Tier Two - District Contribution for Employees Hired On or After July 1, 2020:

For employees hired on or after July 1, 2020, in addition to the minimum employer contribution to PEMHCA required by CalPERS, on behalf of each eligible employee enrolled in medical insurance offered through the District, the District will provide a monthly contribution in the amount of up to one thousand three hundred eighty five dollars (\$1,385) for purchase of health and welfare benefits. Any portion of the District-paid cafeteria plan allowance that is not used for the purchase of health and welfare benefits will be paid to the employee as taxable

income. However, Tier two employees who opt out of medical insurance offered through the District are not eligible for cash in lieu.

3. Alternate Benefits for Employees Who Opt Out of District Health Insurance

In order to decline medical coverage through the District and receive alternate benefits, employees must provide evidence of the alternate group medical insurance coverage on an annual basis during open enrollment.

The District's obligation to pay alternate benefits for employees hired before July 1, 2020 may be conditioned upon compliance with IRS requirements for an eligible opt out program.

The District has the authority to contract for medical benefits for employees, to determine the benefits that will be provided to employees, and to establish premiums.

C. Dental Benefits

The District agrees to provide access to group dental coverage, including orthodontic benefits, for all full-time employees and their qualifying dependents

Following the employee's hire date, new employees have a one (1) month waiting period before coverage begins.

Employees are required to enroll in single party District-provided dental insurance coverage. Employees also have the option to enroll qualifying dependents in District-provided dental insurance coverage.

Employees may use the District's contribution to the Flexible Benefits Plan described in Section 8.0(B) to cover part or all of the cost of District-provided dental insurance coverage.

D. Vision Benefits

The District agrees to provide access to group vision coverage for all full-time employees and their dependents.

Following the employee's hire date, new employees have a one (1) month waiting period before coverage begins.

Employees may use the District's contribution to the Flexible Benefits Plan described in Section 8.0(B) to cover part or all of the cost of District-provided vision insurance coverage.

E. Optional, Supplemental Insurance Benefits

The District will provide access to certain supplemental insurance benefit plans.

Employees may use the District's contribution to the Flexible Benefits Plan described in Section 8.0(B) to cover part or all of the cost of supplemental insurance coverage.

F. Flexible Spending Arrangement

Employees may elect to contribute pre-tax dollars, in accordance with IRS rules and regulations, toward a District flexible spending arrangement (FSA) for qualifying medical and dependent care expenses. If any funds remain in an employee's Healthcare FSA at the end of the current plan year, the employee may carry over up to five hundred dollars (\$500) into the subsequent year.

Section 9.0 –Additional District Benefit Contribution

For employees in the Management/Confidential/Professional group, the District will provide an additional contribution toward benefits. The Additional Benefit Contribution is paid on a pay period basis.

The Additional Benefit Contribution is not considered special compensation nor reported to CalPERS as special compensation.

Upon annual election by the employee, an employee may receive one of the following contributions:

- A. A District contribution of two percent (2%) of the employee's salary (calculated as base pay) paid on a pay period basis; or

- B. Forty (40) hours of vacation leave per year in addition to accrued vacation hours provided herein. Employees who select this option will have their Earned Vacation Accrual Limit extended by forty (40) hours for the year in which this option is selected.

Section 10.0 - Deferred Compensation (457(b) Plan)

An employee may establish a deferred compensation account through the District's 457 Plan. The employee will have the option of placing compensation and other compensation received from the District into their deferred compensation account consistent with the rules, regulations and limitations pertaining thereto.

Section 11.0 – Basic Life Insurance

The District agrees to provide employer paid group term life insurance for all regular employees. The coverage amount is two (2) times the employee's annual salary, up to a maximum of one hundred fifty thousand dollars (\$150,000). Following the employee's hire date, new employees have a one (1) month waiting period before coverage begins.

Section 12.0 – Retirement

A. Tier One Pension

For eligible employees hired by the District before January 1, 2013, or hired after January 1, 2013 who meet the definition of "classic members" as defined by CalPERS, the District will continue to participate in its Miscellaneous Plan Agreement with CalPERS to provide the 2.5% @ 55 retirement formula option, based on the average of three (3) highest years of employment.

The employee will be required to pay the member contribution as defined by CalPERS.

B. Tier Two Pension

For eligible employees who meet the definition of "new member" as set forth in Government Code Section 7522.02(f) the District will provide the

CalPERS two percent (2%) at age sixty-two (62) formula retirement plan in accordance with Government Code Section 7522.20, based on the average of three (3) years of employment, in accordance with Government Code Section 7522.32.

New members will be subject to the provisions of the Public Employee Pension Reform Act (PEPRA), including provisions governing reportable compensation.

Employees in Tier Two Pension will pay the rate prescribed by CalPERS for employee contributions to the Public Employees' Retirement System in accordance with the rules and regulations governing such employee contributions, which consists of one-half of the total normal costs for pension.

C. Retiree Additional Benefit

For those employees retiring from the District through a regular service retirement from CalPERS within one hundred twenty (120) days of separation from District employment, and who are fifty-five (55) years of age or older at the time of retirement, the District will make the following monthly payments toward retiree health insurance coverage, in addition to the minimum employer contribution required by PEMHCA:

<u>District Years of Service</u>	<u>Age 55</u>	<u>Age 60</u>	<u>Age 65</u>
10-14 years	\$100.00	\$130.00	\$195.00
15-19 years	\$135.00	\$180.00	\$270.00
20+ years	\$175.00	\$232.00	\$348.00

Current employees will have no contractual or vested right to receive the Retiree Additional Benefit. The District reserves the right to modify and/or eliminate the benefit at any time.

Section 13.0 - Vacation

A. Vacation Accrual

Employees will accrue vacation time according to their full or part-time status and the number of consecutive, full-time years the employee has worked for the District, as follows:

1. Full-Time Employee Accrual Rate and Limit:

Consecutive Full Time Years of Service	Vacation Hours Accrued per Pay Period of Paid Status	Vacation Hours Accrued per Year of Paid Status	Earned Vacation Accrual Limit (the greater of the following amounts or five days (forty hours) per year of employment)
1 – 5 years	3.077	80 hours	120 hours
6 – 10 years	4.615	120 hours	240 hours
11 - 15 years	5.385	140 hours	320 hours
16 - 19 years	6.154	160 hours	440 hours
20+ years	6.770	176 hours	520 hours

2. Vacation Accrual for Lateral Hires:

For the purpose of recruiting Management, Confidential and Professional employees, the District Manager may agree to count commensurate experience with another California water district as years of service for the purpose of determining the level of vacation accrual, subject to the Board of Directors’ approval.

B. Vacation Usage

The provisions of Article XVIII, Section 1 of the Personnel Rules will govern accrual and use of vacation, except as outlined in Section 13.0 (A)(1) (including the chart therein) and (2).

C. Vacation Conversion

Earned/Accumulated Vacation may be converted to extra compensation on an hour paid, per hour used basis for the first one hundred twenty (120) hours taken by the end of the conversion evaluation period of each calendar year provided at least eighty (80) hours of vacation (excluding

furlough days) have been taken by the end of the conversion evaluation period of that calendar year and eight (8) hours of accrued, unused vacation remains in the employee's bank. An employee will make an irrevocable election of the amount of vacation leave to be converted in December the year before the vacation is earned.

Vacation cash out checks will be made available by the end of the third week of December to employees who have elected cash out the previous December. The conversion evaluation period is defined beginning with the final Pay Period of the prior calendar year¹ through the second to last Pay Period of the current calendar year. The employee has the following options:

1. Vacation may be converted to extra compensation at employee's base hourly rate per hour of vacation converted.
2. Vacation earned/accumulated may be converted to a contribution to deferred compensation at the employee's base hourly rate each hour of vacation converted subject to the rules, regulations and limitations governing deferred compensation.
3. Any combination of options 1 and 2 listed above with the distribution being based on full one (1) hour increments.

D. Unused Vacation Payout At Separation

Any employee separating from the District who has accrued, unused vacation leave will be paid for all accrued, unused vacation at the employee's base rate of pay, plus any longevity pay and incentive pay applicable at the time of separation.

Section 14.0 – Sick Leave

A. Accrual of Sick Leave

Eligible employees will be granted the equivalent of ninety-six (96) hours of Sick Leave per year. Sick Leave will accrue on a pay period basis at the rate of 3.69 hours per pay period.

For employees hired on or after July 1, 2020, sick leave accrual is capped at one thousand forty (1,040) hours.

B. Sick Leave Conversion

As an incentive for employee wellness and sick leave conservation, the following Sick Leave conversion provision will apply.

At the end of the conversion evaluation period of each calendar year, all employees will be entitled to convert Sick Leave to: 1) extra compensation; 2) contribution to deferred compensation; or 3) vacation time, based on the following criteria and conversion rates. An employee will make an irrevocable election of the amount of sick leave to be converted to in December the year before the sick leave is earned. The conversion evaluation period is defined as the beginning with the final Pay Period of the prior calendar year through the second to last Pay Period of the current calendar year.

Should an employee elect to convert Sick Leave to extra compensation, the District will provide a check to the employee by the end of the third week of December.

Sick Leave		Sick Leave Conversion* Based on Balance of Time in Hours		
	Hours used	105 hours	500 hours	1000 hours
	<48	12	24	48
	< 24	18	36	72

*Accumulated Sick Leave at the end of the second to last pay period of the calendar year

Sick Leave conversion to extra compensation or contribution to deferred compensation will be subject to the rules, regulations and limitations governing deferred compensation. Sick leave conversion to vacation will be subject to earned vacation accumulation limits and vacation entitlement limitations.

Requests for conversion of conserved Sick Leave will be in writing on forms provided by the District and subject to the approval of the District Manager.

C. Sick Leave on Separation from Employment

For employees with less than ten (10) years of service with the District, upon death, retirement, resignation or separation by layoff, up to five hundred twenty (520) hours of accrued Sick Leave will be paid off at the rate of twenty-five percent (25%) of the cash value. Accrued Sick Leave beyond five hundred twenty (520) hours will be paid off at the rate of twelve and one-half percent (12.5%) of the accrued cash value.

For employees with between ten (10) and fifteen (15) years of service with the District, upon death, retirement, resignation, or separation by layoff, up to one thousand forty (1040) hours of the employee's accrued, unused Sick Leave will be paid to the employee or the employee's estate at the rate of fifty percent (50%) of the equivalent cash value. All accrued, unused Sick Leave beyond one thousand forty (1040) hours, will be paid off at the rate of twenty-five percent (25%) of the cash value.

For employees with fifteen (15) or more years of service with the District, upon death, retirement, resignation, or separation by layoff, up to one thousand forty (1040) hours of the employee's accrued, unused Sick Leave will be paid to the employee or the employee's estate at the rate of seventy-five percent (75%) of the equivalent cash value. All accrued, unused Sick Leave beyond one thousand forty (1040) hours, will be paid off at the rate of fifty percent (50%) of the cash value.

An employee, upon retirement, may convert unused Sick Leave to added service credit under CalPERS in accordance with CalPERS rules and regulations.

D. Sick Leave Usage

The provisions of Article XVIII, Section 3 of the Personnel Rules will govern accrual and use of sick leave.

Section 15.0 - Management Leave

FLSA exempt employees are expected to meet the needs of the District, as established by the Manager and Board of Directors. Work schedules will provide exempt employees availability to meet District standards and requirements.

Full-time, FLSA exempt employees in the classifications of Deputy District Engineer, Finance Manager, Operations & Maintenance Manager and Water Conservation Program Manager, who are not eligible to earn overtime, will receive eighty (80) hours of management leave per calendar year, provided as a lump sum on January 1st of each year. Management leave will be subject to the same standards and requirements as vacation.

Employees must use management leave in increments of two (2) hours. Employees are required to use a minimum of forty (40) hours of management leave as time off each year. Any unused management leave at the end of the calendar year and at separation will be automatically cashed out at the employee's base rate of pay plus any longevity pay and incentive pay. The employee may choose to contribute a portion or all of the cashed out management leave to the employee's 457 deferred compensation account at the employee's base rate of pay, subject to the rules, regulations and limitations governing deferred compensation.

Newly hired employees and employees promoted into an eligible classification at the District will receive a pro-rated amount of management leave at the time of hire/promotion.

Section 16.0 - Cell Phone Allowance

Managers required to use a mobile device for business use related to their functional area, are eligible to receive a monthly stipend of fifty-one dollars (\$51) for an employee purchased, owned and operated cellular phone and/or wireless PDA device. Allowances are paid through the payroll system upon receipt of the designated form.

Section 17.0 - Credit Union

The District agrees to make available participation in the Santa Clara County Federal Credit Union at no cost to the District.

Section 18.0 – Employee Assistance Program

The District will provide and pay the premiums for a work-site based Employee Assistance Program for all regular employees and their families, with a maximum of six (6) sessions for each incident of treatment. The program will include provisions for formal and informal District referral and employee/family referral. New employees have a one (1) month waiting period before coverage begins.

Section 19.0 –Safety Shoe Reimbursement

Employees in the classifications of Deputy District Engineer, Assistant/Associate/Senior Engineer and Operations & Maintenance Manager will be required to wear approved safety shoes as a condition of employment during all hours worked.

Appropriate safety shoes or boots will incorporate the following safety factors depending on the type of work performed:

- A. Non-skid sole
- B. Adequate ankle protection
- C. Puncture protection
- D. Impact/compression protection, and;
- E. Must be in compliance with General Industry Safety Orders.

Employees required to wear approved safety shoes, who report to work without their safety shoes, will not be permitted to work.

Effective January 1, 2021, the District will reimburse employees required to wear safety shoes, upon presentation of receipt, up to two hundred fifty dollars (\$250.00) each calendar year for safety shoe purchases.

All necessary repairs and associated expenses for safety shoes will be the responsibility of the employee.

If an employee resigns within the first six (6) months of employment, the employee will refund the full amount to the District.

The monetary value of safety boots will not be reportable compensation.

Section 20.0 – Prorated Benefits for Part Time Employees

Part time employees authorized to work at least twenty (20) hours per week (i.e., at least fifty percent (50%) of a full-time work schedule) will receive prorated benefits, including vacation, sick leave (as permitted by law), Flexible Benefits Plan contributions, and other benefits. The part-time work schedule must be authorized by the District Manager or designee.

Section 21.0 – General Terms

This Resolution supersedes all other summaries of benefits, resolutions and memos addressing benefits and compensation currently provided to Management/Confidential/ Professional employees.

Management/Confidential/Professional employees are subject to the provisions of the District’s Personnel Rules and Regulations. If a provision of this Resolution conflicts with any provision of the District’s Personnel Rules and Regulations, the provision of this Resolution that is in conflict will apply to Management/Confidential/Professional employees. If a provision of this Resolution conflicts with an individual employee’s employment contract, the provision of the employment contract that is in conflict will apply to the individual employee.

Section 22.0 – Effective Date

This resolution is effective immediately and executed on October 27, 2021 and supersedes any and all prior schedule of benefits for the job classifications listed herein.

PASSED AND ADOPTED by the Board of Directors of the San Benito County Water District this 27th day of October 2021, by the following vote:

AYES: DIRECTORS: Williams, Tonascia, Flores, Shelton & Tobias

NOES: DIRECTORS: None

ABSTAIN: DIRECTORS: None

ABSENT: DIRECTORS: None

/s/Doug Williams

Doug Williams
President

ATTEST: /s/Sara Singleton

Sara Singleton
Assistant Manager

Appendix A Classification Table

Classification
Accountant
Assistant Engineer
Associate Engineer
Deputy District Engineer
Finance Manager
Operations & Maintenance Manager
Senior Engineer
Supervising Accountant
Water Conservation Program Manager
Human Resources/ Administrative Assistant

Salary Schedule (Effective July 2021)

Appendix A									
San Benito Count Water District									
Management/Confidential/Professional Class									
Effective 7/12/21									
Monthly									
Class	Range	Step A 12 months	4 % Step B 12 months	4 % Step C 12 months	4 % Step D 12 months	4% Step E 12 months	4% Step F 12 months	4% Step G 24 Months	4% Step H Final
Accountant	M26	5,112	5,316	5,529	5,750	5,980	6,129	6,468	6,726
Deputy District Engineer	M96	10,222	10,631	11,057	11,499	11,959	12,437	12,935	13,452
Engineer I - (Assistant)	M36	5,644	5,869	6,104	6,348	6,602	6,866	7,141	7,426
Engineer II - (Associate)	M46	6,231	6,480	6,739	7,009	7,289	7,581	7,884	8,199
Engineer III - (Senior)	M78	8,554	8,896	9,252	9,622	10,007	10,407	10,823	11,256
Finance Manager	M62	7,300	7,593	7,896	8,212	8,541	8,882	9,237	9,607
Operations & Maintenance Manager	M68	7,747	8,057	8,380	8,715	9,063	9,426	9,803	10,195
Supervising Accountant	M50	6,483	6,742	7,012	7,292	7,584	7,887	8,203	8,531
Water Conservation Program Manager	M40	5,872	6,106	6,351	6,605	6,869	7,144	7,429	7,727
Hourly									
Class		Step A 2080 hrs	4% Step B	4% Step C	4% Step D	4% Step E	4% Step F	4% Step G	4% Step H
HR/Administrative Analyst	CONF	21.1757	20.9796	21.8222	22.6904	23.6037	24.5427	25.5267	26.5493