

**STINSON BEACH COUNTY WATER DISTRICT
RESOLUTION NO. GB-2013-06**

**ESTABLISHING AN EMPLOYEE BENEFIT PROGRAM
FOR THE FISCAL YEAR 2013 - 2014**

WHEREAS, review of District employee benefits is conducted annually through a cooperative agreement with the Stinson Beach County Water District Board of Directors; and

WHEREAS, employee benefits are subject to annual review and revision prior to the adoption of the District Fiscal Budget; and

WHEREAS, approved items will be amended to the District Personnel Handbook; and

WHEREAS, in accordance with Chapter 5, District Personnel Handbook, the General Manager has provided a written evaluation to all employees and has met with the Personnel Committee and Board of Directors to discuss possible wage/salary increases; and

WHEREAS, the Personnel Committee's presentation of benefits is based on a proposed balanced budget and the need to facilitate the ongoing operation and maintenance of the District at a cost savings to the rate payers of the Stinson Beach Community; and

WHEREAS, employees considered "Full Time", working 32 to 40 hours per week, will receive the following benefits; and

WHEREAS, the benefits, which will become effective July 1, 2013, are as follows:

Medical Benefits - Employees will receive a fully paid medical plan under the CalPERS Kaiser Group Medical Plan that will cover the employee and his/her dependents. If an employee chooses an alternative plan during open enrollment that costs more than the Kaiser plan, the District will pay for a portion of the plan equal to the cost of the Kaiser plan. If an employee chooses an alternative plan during open enrollment that costs less than the Kaiser plan, the District will cover the cost of the plan but will not reimburse the employee the cost difference. The Board of Directors has the right to re-assess the medical plan to comply with budget constraints. Employees hired after July 1, 2011 shall pay 33.33% of their medical insurance costs.

Dental Benefits - Employees will receive a fully paid dental plan under the Marin County group Delta Dental program that will cover the employee and his/her dependents as stated in the County Policy.

Eyewear Benefit and Other Benefits - The District will reimburse the employee up to a total of \$250.00 per employee, per fiscal year for prescription corrective eyewear, co-pay benefits and/or chiropractic care. Appropriate documentation must be submitted to the District for reimbursement. This benefit is available to employees only (does not include dependents or others).

Life Insurance Benefit - Employees will receive a fully paid life insurance plan under the National Group Trust.

Retirement Benefit - Employees hired before January 1, 2013 will receive retirement benefits under the CalPERS program at the retirement formula of 2.7% @ 55. Employees hired after January 1, 2013 will retire with the 2.0% at age 62 formula. The employee contribution for the 2.7% will be 8% of gross salary. The contribution rate for employees with a 2% formula will be 6.25%. Employees will receive survivor benefits under the CalPERS 1959 Survivor's Benefit Program.

Vacation - Employees are subject to Chapter 8 of the Personnel Handbook, "Holidays and Vacation Leave" regarding vacation time. Employees may accrue a maximum of 320 hours/40

days (eight weeks), at which time no additional vacation time will accrue. Final payout of accrued vacation time upon employee separation from District employment is limited to 280 hours. Vacation shall accrue at the following rates:

1. 0 to 2 years 2 weeks (10 days)
2. After 2 to 10 years 3 weeks (15 days)
3. After 10 to 15 years 4 weeks (20 days)
4. After 15 to 20 years 5 weeks (25 days)
5. After 20 years 6 weeks (30 days)

Sick Leave - Employees will accumulate paid sick leave at one day per month (twelve days per year). Employees may not accumulate more than three hundred fifty (350) hours of sick leave. At the time of separation, if the employee has accrued a minimum of 100 hours of sick leave, the employee will be paid 50% of accumulated sick leave for any hours between the 100 minimum and the 350 hour maximum.

Holidays - Employees receive paid holidays subject to Chapter 8, Personnel Handbook, "Holidays and Vacation Leave."

Floating Holidays - Employees receive three floating holidays per calendar year subject to Chapter 8, Personnel Handbook, "Holidays and Vacation Leave."

Administrative Leave - The Administrative Assistant working at weekend Board meetings may receive time and a half pay rate or shall be compensated with hours off equivalent to time and a half pay rate.

Employee Expenses - Any employee who uses their personal vehicle to perform a necessary service for the District will be compensated at the current IRS mileage reimbursement rate. The District may also reimburse the employee for any reasonable expenses incurred regarding District business at the discretion of the General Manager.

Clothing and Boot Allowance - The District will reimburse the field employee for clothing and boot expenses up to \$425 per fiscal year for each field employee. Approved work boots are required for all field positions. Shirts are provided by the District. The shirts must be worn during normal business hours. Shirts are not to be worn by family members, nor given away, nor sold. Eligible clothing includes socks, pants, hats and boots.

Certification - All required certification or renewal fees shall be paid by the District. Any employee who successfully gains a higher grade of certification (over the required certification) may be eligible for certification cost reimbursement from the District. Required certification for field positions are as follows:

Position	Water Treatment	Water Distribution
District Water Supervisor	Grade II	Grade II
Water Dist/Plant Operator II	Grade II	Grade II
Water Distribution Operator I	Grade II	Grade II

* A Grade I DHS Water Distribution certificate shall be obtained within the first year of employment, ** a Grade I DHS Water Treatment Operator shall be obtained within the first two years of employment. ***Some employees of the District shall obtain a Backflow Prevention Assembly General Tester certification.

Overtime - All employees will be compensated for hours worked more than eight hours in a single day and such compensation shall be subject to Chapter 6, Personnel Handbook, "Office Hours." The General Manager must approve all overtime work in advance unless the nature of the work is such that in the judgment of the employee, the delay caused by seeking the General Manager's approval would be a detriment to the District.

Weekend Duty Compensation - Field employees working a normal shift weekend (four hours each day for Saturday and Sunday) may receive the time and a half pay rate for the eight hours or shall be compensated with the following Monday or Friday off. The choice must be made by the employee and submitted to Administrative Staff one week prior to the shift and approved by the General Manager.

Weekend Duty Accrual Compensation Time - An additional two hours per weekend duty will be

accrued as "weekend duty accrual compensation time." This accrual will be treated as "use it or lose it" based on the calendar year. In the event of termination/retirement of an employee, this accrued time will not be paid out to the individual. Employee may not carry over more than six hours of weekend duty accrual into the next calendar year.

Standby - All maintenance personnel are subject to standby duty. Any employee who takes a standby shift will be compensated at the rate of \$40.00 per day during the normal weekday and \$45.00 per day on weekends and holidays. If responding to a call causes the employee to work more than eight hours in a single day or forty hours in a single week, the employee will be paid time and a half for time exceeding eight hours, but less than twelve hours. Time over twelve hours in a single day will be paid at double time. If the standby shift falls on a holiday and the standby employee must also assume the responsibility for the daily maintenance, he/she will have the option to either receive pay for a regular eight hour shift and take a subsequent day off or, receive double time for the holiday without a subsequent day off. The choice must be made by the employee and submitted to Administrative Staff one week prior to the holiday.

Performance, Merit and Salary Adjustments - Merit increases and salary adjustments are based largely on individual accomplishments, achieved goals, and comparative salary ranges. Every District employee is responsible for multiple duties within the District's framework. Individuals are scored on the basis of educational pursuits, individual achievements, project inception and completions, and goals reached either independently or as a team. Project goals will be set at the beginning of each fiscal year that will include the normal operational duties required to run and operate the entire District.

Tuition Reimbursement - Any employee choosing to further his/her education or training in relation to their job with the District or in pursuing a College or Junior College Degree, shall be reimbursed for tuition, books, fees, or other related expenses, up to \$750 per fiscal year. However, if the employee voluntarily resigns to take another job during the 12 months after reimbursement, he/she will reimburse the District for all expenses paid.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Stinson Beach County Water District Board that it does hereby approve the Employee Benefits Program for the Fiscal year 2013-2014.

INTRODUCED AND ADOPTED this 15th day of June 2013 at a duly held Board of Directors meeting by the following vote:

AYES: Boucke, Cross, Zell

NOES:

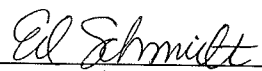
ABSTAIN:

ABSENT: Baskin, Nelsen



Jim Zell, Board of Directors President
Stinson Beach County Water District

ATTEST:



Ed Schmidt, Secretary to the Board/General Manager
Stinson Beach County Water District

(Seal)