

RESOLUTION NO. 23-1058

**A RESOLUTION OF THE BOARD OF DIRECTORS OF JOSHUA
BASIN WATER DISTRICT APPROVING THE EMPLOYEE
COMPENSATION PLAN FOR ALL DISTRICT EMPLOYEES**

WHEREAS, the Board of Directors desires to review employee compensation and benefits on an annual basis; and

WHEREAS, this Resolution, and the plan adopted herein, is meant to be used in conjunction with the most recently adopted Employee Handbook (the "Handbook"); and

WHEREAS, this resolution will supersede all previous employee compensation plan resolutions, and

WHEREAS, the Board of Directors desires to adopt the employee compensation and benefits as referenced in the Plan.

NOW, THEREFORE, the Board of Directors of the Joshua Basin Water District hereby resolves, determines, and orders as follows:


1. The above recitals are true and correct, and are incorporated herein as findings of the Board by this reference.

2. The Board hereby approves and adopts the attached Employee Compensation Plan (the "Plan") (Attachment - A), with implementation effective the first full pay period after approval by the District's Board of Directors, and the Plan shall be effective relative to any and all District employees, with the exception of those whose employment is governed by an independent contract.

3. The Board further delegates authority to the General Manager to take such actions reasonably necessary to implement the Plan and the Handbook, as referenced herein, and to provide notice of the actions taken in this Resolution.

PASSED AND ADOPTED this 20th day of September 2023, pursuant to the following votes:

AYES:	<u>5</u>
NOES:	<u>0</u>
ABSENT:	<u>0</u>
ABSTAIN:	<u>0</u>

By: 
Thomas Floen, President

By: 
Sarah Johnson, General Manager & Board Secretary

ATTACHMENT - A

JOSHUA BASIN WATER DISTRICT EMPLOYEE COMPENSATION PLAN

A. Cost of Living Adjustment (COLA)

Effective the first full pay period after approval by the District's board of Directors, the salary ranges for all classifications shall receive a cost-of-living adjustment for all steps matching the August 2023 Riverside-San Bernardino-Ontario, CA Consumer Price Index equal to 3.2%.

B. Performance Evaluation Merit Increases

Each regular employee shall be evaluated following procedures outlined in the Employee Handbook. Merit increases shall be based upon the evaluation score as follows:

- Exceeds Expectations: 2-Step Increase
- Meets Expectations: 1-Step Increase
- Not Meeting Expectations: No Increase

No employee will be entitled to salary in excess of the top step for the employee's classification.

C. Longevity Pay

Each regular full-time employee shall be eligible for longevity pay in the following amounts:

- After 7 years of continuous District Service: \$75.00 per month;
- After 11 years of continuous District Service: \$150.00 per month; and
- After 15 years of continuous District Service: \$250.00 per month;

Although stated as a monthly amount, the longevity pay shall be paid in each pay period in an amount equal to the monthly amounts stated above. Continuous District service preceding the approval of this resolution by the District's Board of Directors shall count toward meeting the service thresholds described above.

D. Overtime Compensation

Non-Exempt employees shall work overtime in accordance with the procedures outlined in the Employee Handbook. A nonexempt employee will be compensated at one and one-half times their regular rate of pay for hours worked in excess of 8 hours in a day for 5/8 employees, 10 in a day for 4/10 employees, and 40 hours in a workweek.

Nonexempt employees will be compensated at:

- two times their regular rate of pay for worked hours in excess of 12 in a day;
- two times their regular rate of pay for the first 10 worked hours on a district-observed holiday;
- 2.5 times their regular rate of pay for worked hours in excess of 10 on a district-observed holiday.

Hours actually worked, plus all paid time off, including floating holidays, and district holidays, will be included in the overtime calculation.

E. Standby (on-call) Pay

Field employees shall work standby in accordance with the procedures outlined in the Employee Handbook.

▪ **Regular Standby Pay**

In addition to the employee’s regular workweek hours, employees who complete standby will be paid the following:

- Monday – Thursday: One (1) hour of straight-time pay each day;
- Friday, Saturday, & Sunday: Three (3) hours of straight-time pay each day.

▪ **Holiday Standby**

In addition to the employee’s regular holiday pay and regular standby pay, employees who complete standby starting or ending on a District observed holiday will be paid the following:

- Ten (10) holiday standby hours of 1.5 times the regular rate of pay.
- If the standby employee is called in for work on a District observed holiday, the holiday standby hours will be reduced by the worked hours. The employee will instead be compensated at two (2) times their regular rate of pay for the first ten (10) worked hours and two and a half (2.5) times their regular rate of pay for worked hours in excess of ten (10) hours.

Holiday Standby Example

Holiday (no work)	Christmas Mon-Thurs	Christmas Fri/Sat/Sun
Regular Holiday Pay	10	10
Regular Standby	1	3
Standby Holiday (1.5x pay)	10	10
no work	0	0
Total Hours Paid	21	23

Holiday (worked)	Christmas Mon-Thurs	Christmas Fri/Sat/Sun
Regular Holiday Pay	10	10
Regular Standby	1	3
Standby Holiday (1.5x pay)	7	7
Worked 3 hrs. (2x pay)	3	3
Total Hours Paid	21	23

F. Call Back Pay

Call back work shall be conducted in accordance with the procedures outlined in the Employee Handbook. Call back occurs when a non-exempt employee is called back to perform work (either physically reporting to a work site or performing work remotely).

Non-exempt employees shall receive call back pay if they are called back after they worked the full day preceding the call back; or they were called back after taking a full or partial day of paid leave preceding the call back; or any combination thereof.

Call back pay is in addition to standby pay.

- **Call Back (electronic response)**

If the call back involves only a telephone call, e-mail, or other electronic response (e.g., telemetry operator response to alarm), the employee shall be paid at 1.5 times the regular rate of pay for their actual time responding to the telephone call, e-mail or other electronic response.

- **Call Back (2-hour minimum call-back period)**

If the call back requires a response in excess of a telephone call, e-mail, or other electronic response, the employee shall be paid at 1.5 times the regular rate of pay for the actual time worked, with a minimum of two hours pay.

If more than one call back is received during the 2-hour minimum call back period and the additional call(s) can be completed within the same 2-hour minimum call back period, an employee will only be compensated for one minimum call back period. The District retains the right to require the employee to remain at work and perform other duties if the work they are called back to perform is completed in less than the 2-hour minimum call-back period.

G. Safety Boot Allowance for Eligible Employees

Regular field employees and any other positions specified by the General Manager shall wear safety boots following the procedures outlined in the Employee Handbook. Eligible regular employees will be provided an annual boot allowance of \$350.00 per calendar year.

H. Uniform Allowance

All field employees are required to wear district-provided uniforms in accordance with the procedures outlined in the Employee Handbook. Eligible field employees will be provided an annual uniform allowance of up to \$650.00 per calendar year (\$25.00 per pay period). Uniform allowance is considered taxable income to the employee and will be recorded as such.

All administrative employees may voluntarily elect to receive an annual logoed uniform shirt/sweater allowance of up to \$130.00 per calendar year (\$5.00 per pay period). District-provided uniforms shall be worn in accordance with the procedures outlined in the Employee Handbook. Uniform allowance is considered taxable income to the employee and will be recorded as such.

I. Health & Welfare Benefits

Group Health Insurance

The District provides group medical, dental, and vision insurance for regular full-time employees and their eligible dependents. Coverage shall begin on the first day of the month following one month of continuous employment. The District shall contribute toward the monthly premiums for medical, dental, and vision plans for eligible employees and their eligible dependents, subject to a monthly cap subject to the Tier levels below. The employee is responsible for any costs above the monthly cap. The monthly cap changes shall be effective on January 1st, following approval by the District's Board of Directors.

Eligibility must be proven to enroll dependents (i.e., birth certificate, marriage license, etc.). It is mandatory to report changes in dependent status within thirty (30) days of the event (such as adding a dependent(s) due to birth or adoption of a child, adding a spouse, or deleting a dependent due to divorce or death).

Any employee who is regularly scheduled to work less than forty (40) hours per week is not eligible for a District contribution or to enroll in group health benefits.

Health Plans

To learn more about District health plans, review the [Summary of Benefits & Coverage \(SBC\) documents](#) online or ask HR for copies. Each employee is encouraged to review these important documents before selecting their health plans.

Medical Enrollment

Eligible employees may choose from available medical plans offered. All regular full-time employees shall be enrolled in a District provided medical insurance at a minimum employee level. Dependent coverage is optional.

Dental Enrollment

All regular full-time employees shall be enrolled in the District provided dental insurance at the minimum employee level. Dependent coverage is optional.

Vision Enrollment

All regular full-time employees and all their eligible dependents shall be enrolled in the District provided vision insurance plan.

District Contribution for Group Health Insurance:

- **Tier A – Employees Hired before January 1, 2017**

The District shall provide a monthly contribution of \$1,850.00 to eligible Tier A employees to be used for health premiums, including medical, dental, vision, and related insurance benefits.

Tier A employees are entitled to receive cashback on any unused portion of the monthly contribution that is not used for the required enrollment in medical, dental, and vision plans. The cashback will be paid as an addition to the employee's paycheck, in accordance with the District's normal pay schedule, and will be recorded as taxable (non-PERS) income.

- **Tier B - Employees Hired after January 1, 2017**

The District shall contribute and pay 100% toward group medical, dental, and vision premiums for the employee and their eligible dependents, subject to a monthly cap. The monthly cap shall be calculated utilizing the monthly premiums for the group medical Kaiser HMO with Chiro Family Plan, 3307 Delta Dental Family Plan, and 4029 VSP Composite Plan.

Tier B employees hired after January 1, 2017, are not entitled to receive cashback on any unused portion of the monthly contribution cap that is not used by the required enrollment in medical, dental, and vision plans.

Tier Conversion Provisions

During open enrollment or a qualifying event (the plan administrator must receive notification of the qualifying event within 30 days of the qualifying event), Tier A employees may opt to convert to the Tier B employee provisions to obtain the benefit contributions available under the Tier B employee contribution. Tier A employees who opt into the Tier B employee provision, cannot revert to the former Tier A employee provision following the conversion.

Contribution Proration (if applicable)

Any benefit-eligible regular employee who earns less than forty (40) paid hours per week, shall receive the applicable contribution prorated (i.e., the number of paid hours per week will be compared to forty (40) hours per week to determine the basis of proration). Please note, a prorated contribution may subject the employee to an increased share of cost in the health premiums depending upon the employee's selected plans and Tier level.

J. Life Insurance

A life insurance policy of twice the employee's base salary will be provided to each regular full-time employee at no cost, subject to a maximum coverage of \$150,000 without medical testing. The insurer shall require a medical exam and/or testing if the twice the employee's salary is greater than \$150,000. If the employee passes the medical exam and testing to the insurer's requirements, the District shall pay the additional premium.

Life insurance coverage shall be adjusted prospectively for all employees on at least an annual basis at one time to reflect changes in base salary over the prior year. The District shall have no obligation to adjust life insurance levels for individual employees more than annually time to reflect changes in their personal compensation level.

At the employees' cost, eligible employees may purchase available dependent life insurance for eligible spouse and dependents, subject to insurability.

K. Long Term Disability

The District provides and pays 100% of the premium for long-term disability insurance for regular full-time employees.

L. Wellness Program

Each fiscal year, regular full-time employees are eligible to participate in the District’s Wellness Program. The District may provide a corporate gym membership (if available) or reimburse for eligible wellness-related activities and/or products in accordance with procedures outlined in the Wellness Program Policy.

Reimbursements are subject to budget availability set by the Board each year. The per-person wellness reimbursement cap is equal to the total wellness budget divided by the number of eligible positions. The amount received is considered a benefit-in-kind and will be a taxable income for employees unless not required by local tax rules.

M. Retirement Programs – Deferred Compensation/457

Eligible employees may participate in the District’s deferred compensation/457 plan as outlined in the Employee Handbook. The District shall make a matching contribution equal to 50% of the eligible employee’s per pay period contribution, not to exceed a \$1600.00 cap per calendar year.

Example 1: Employee Contribution: \$100.00 per pay period
District 50% Contribution: \$ 50.00 per pay period

Example 2: Employee Contribution: \$230.00 per pay period
District 50% Contribution: \$115.00 per pay period until the annual cap is met

Example 3: Employee Contribution: \$600.00 per pay period
District 50% Contribution: \$300.00 per pay period until the \$1600 annual cap is met

Both the employee and employer contributions combined must not exceed IRS limits. The District shall remit the employer and employee contributions no later than 30 days of each applicable payday.

N. Vacation Accrual

In accordance with procedures outlined in the Employee Handbook, regular full-time employees accrue vacation leave while in paid status in accordance with the following schedule:

Years of Service	Hours Accrued Per Pay Period	
	Non-Exempt	Exempt
1 - 4	3.08	4.62
5 - 10	4.62	6.15
11 +	6.15	7.70
Max accrual = 2-year annual accrual rate		

Upon hire or promotion, eligible employees may be placed into a higher accrual tier at the discretion of the General Manager.

O. Floating Holiday Accrual

Regular full-time employees are entitled to receive four (4) floating holidays per calendar year. Floating holidays must be used during the calendar year they are granted. Floating holiday time does not carry-over. Any floating holiday time not used within the calendar year will be cashed out in January of the following year.

Part-time regular employees shall receive floating holiday pay on a pro-rated basis by comparing their regularly-scheduled hours to a full-time (40-hour) per week schedule. For example, if a part-time regular employee is regularly scheduled thirty-two (32) hours per week, the employee would be entitled to twenty-four (24) hours of floating holiday time per calendar year.

New regular full-time and part-time employees whose date of hire is on or before June 30 shall accrue the full amount of floating holidays for that calendar year. New regular full-time and part-time employees whose date of hire is on or after July 1 shall accrue half the amount of floating holidays in their first calendar year, and the full amount of floating holidays in the following calendar year and thereafter.

P. Off Duty Education - Tuition Reimbursement

Regular full-time employees may be eligible for tuition reimbursement utilizing procedures outlined in the Employee Handbook.

Regular full-time employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties and/or prepare them for future assignments. This education may occur after regular working hours at a college, vocational trade school, or through a self-study correspondence course that leads to a certificate, license or diploma related to the District operations.

Regular full-time non-exempt employees may receive reimbursement for approved off-duty educational expenses (including tuition, books, required fees, and parking) up to a maximum of \$1200 in any one fiscal year, in accordance with grades earned and rules set forth in the employee handbook.

Regular full-time exempt employees may receive full reimbursement (subject to the reimbursement budget cap set by the board each fiscal year) for pre-approved off-duty educational expenses (including tuition, books, required fees, and parking) in accordance with grades earned and rules set forth in the employee handbook.

Q. Credential Reimbursement

The District shall reimburse regular full-time employees for voluntary or required professional credentials, licenses, and/or certifications which enhances the employee's usefulness to the District as a whole and to their jobs. The entire program shall be subject to rules established in the employee handbook and the General Manager's approval.