

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting Agenda for Monday June 17, 2019

TIME: 4:00 PM
PLACE: 850 Pomona Street, Crockett

CALL TO ORDER:

PUBLIC COMMENTS:

OPEN SESSION:

1. Discuss proposed changes to Title 4 Personnel of District Code, form recommendations.
2. Receive requirement notice to provide a statement, Form SSA-1945, to employees hired in a job not covered under Social Security.
3. Receive Salary and Benefits Study and form recommendation on adjustments to Pay Scale of Wages.
4. Consider policy on annual Cost-of-Living Adjustments (COLA) based on Consumer Price Index (CPI-U) to be applied to Pay Scale of Wages for year-round employees.
5. Continued discussion on Health Benefits Program proposed for employees including CalPERS Health and cash-in-lieu of programs.
6. General discussion of employment issues such as but not limited to performance evaluations of hourly staff, Employee Assistant Program, employment agreements, future agenda items, policy suggestions, and performance awards.

ADJOURNMENT:

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Personnel Committee
FROM: General Manager *M*
SUBJECT: District Code Title 4 Personnel
DATE: June 12, 2019

The Crockett Community Services District is in the processing of revising its District Code by Ordinance. Title 4 deals with Personnel and the Personnel Committee is being asked to review and form recommendations on this section.

On March 12 the Personnel Committee asked that two questions be answered and that Title 4 be brought back to the Personnel Committee for final review. Below are the questions and their answers:

1. *Should Title 4 Section 4.08.020 and 4.08.030 be updated to address protection of our employees from aggressive or harassing members of the public?* Section 4.08.20, Prohibited conduct, has been updated to add protections for our employees. No additional changes were needed in Section 4.08.030.
2. *Title 4 Section 4.24 deals with Employer Employee Relations. Does it apply to small Districts such as ours?* The provisions in Section 4.24 are based on the Meyers-Milius-Brown Act, which applies to all public agencies and their employees. Even though the District is small, it is still possible that the few eligible employees could become represented by an employee organization.

Current District Code text is in black, items with ~~strikethrough~~ are to be removed, and items underlined are proposed additions.

The majority of changes deal with harassment and disability accommodation to be in compliance with changes in State and Federal protections. District counsel has previously reviewed and commented on the proposed changes.

ACTION:

The Personnel Committee should discuss, formulate opinions, and send recommendations to the Board.

TITLE 4 PERSONNEL

Chapter 4.04 GENERAL PROVISIONS

Chapter 4.08 EQUAL OPPORTUNITY

Chapter 4.12 CLASSIFICATIONS

Chapter 4.16 EXAMINATIONS AND APPOINTMENTS

Chapter 4.20 LAYOFFS

Chapter 4.24 EMPLOYER-EMPLOYEE RELATIONS

Chapter 4.28 EMPLOYEE SAFETY

Chapter 4.04 GENERAL PROVISIONS

4.04.010 Declaration of policies.

4.04.020 Board authorization of positions and recognition of appointments.

~~4.04.030 Adoption of Government Code Section 31641.04 by reference.~~

4.04.040 Personnel Policy & Procedures Manual

Section 4.04.010 Declaration of policies.

It is the policy of the District to evaluate and select employees on the basis of merit and to determine individual merit through performance and competitive evaluations.

Section 4.04.020 Board authorization of positions and recognition of appointments.

The Board shall authorize all positions provided in this chapter and shall be advised on all appointments to all such positions.

~~**Section 4.04.030 Adoption of Government Code Section 31641.04 by reference.**~~

~~The provisions of Government Code Section 31641.04 are adopted by reference as if set forth in this section in full.~~

Section 4.04.040 Personnel policy and procedures manual.

The Board approved Personnel Policy and Procedures Manual generally describes the employment relationship between the District and its employees.

Chapter 4.08 EQUAL OPPORTUNITY

4.08.010 Equal employment opportunity.

4.08.015 Disability accommodation.

4.08.020 Prohibited conduct.

4.08.030 Unlawful harassment.

4.08.040 Retaliation prohibited.

4.08.050 Investigation.

4.08.060 Dissemination of policy

Section 4.08.010 Equal employment opportunity.

It is the policy of the ~~Sanitary~~ District to:

1. Recruit, hire and/or promote for all job classifications without regard to sex, sexual orientation and identity, gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding or related medical condition, race, religious creed, color, national origin or ancestry, physical or mental disability, AIDS/HIV, medical condition, marital status, domestic partnership, age, genetic information, political activities or affiliations, or any other basis protected by federal, state or local law or ordinance or regulation, whether verbal, non-verbal, visual or physical.~~to race, religion, color, national origin, ancestry, marital status, age, gender, sexual orientation, physical or mental disability, or medical condition, consistent with applicable state and federal law.~~

2. Base decisions of employment upon an individual's qualifications as related to the position being filled.

3. Make promotion decisions based upon the individual's qualifications as related to the requirements of the position for which the employee is being considered.

4. Ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, District-sponsored training, education, and tuition assistance will be administered without regard to sex, sexual orientation and identity, gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding or related medical condition, race, religious creed, color, national origin or ancestry, physical or mental disability, AIDS/HIV, medical condition, marital status, domestic partnership, age, genetic information, political activities or affiliations, or any other basis protected by federal, state or local law or ordinance or regulation, whether verbal, non-verbal, visual or physical.~~to race, religion, color, national origin, ancestry, marital status, age, gender, sexual orientation, physical or mental disability, or medical condition, consistent with applicable state and federal law.~~

5. When contracting for supplies or service, to continue to do so without regard to sex, sexual orientation and identity, gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding or related medical condition, race, religious creed, color, national origin or ancestry, physical or mental disability, AIDS/HIV, medical condition, marital status, domestic partnership, age, genetic information, political activities or affiliations, or any other basis protected by federal, state or local law or ordinance or regulation, whether verbal, non-verbal, visual or physical.~~to race, religion, color, national origin, ancestry, marital status, age, gender, sexual orientation, physical or mental disability, or medical condition, consistent with applicable state and federal law.~~

Section 4.08.015 Disability accommodation.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, the District will attempt to accommodate ~~applicates~~ ^{applicants} or employees unless doing so would create an undue hardship on the District. Any qualified applicant or employee with a disability who requires accommodation in order to perform the essential functions of his/her position or desired position, should contact the General Manager and request such accommodation.

Section 4.08.020 Prohibited conduct.

It is the District's policy that all employees shall not be subject to any acts of unlawful harassment by any employee or other person. ~~It also is the policy of the District and~~ that members of the public shall not be subject to any acts of unlawful harassment by an employee of the District in the performance of their duties.

It is also the District's policy that all employees are entitled to a workplace that is free of violence or threats of violence. ~~Therefore, it is the policy of the District that a~~Any acts involving unlawful harassment, violence, or threats of violence in the workplace shall be subject to appropriate disciplinary action up to and including termination. In cases where the harasser is not an employee, the District will take the necessary steps to ensure that the offending behavior stops and that the employee is protected from further unlawful harassment, violence, and/or threats of violence.

Section 4.08.030 Unlawful harassment.

It is against the District's policy for any employee or other person to subject another employee or other person to sexual harassment or harassment including harassment and discrimination based on sex, sexual orientation and identity, gender, gender identity, gender expression, pregnancy, childbirth or related medical condition, race, religious creed, color, national origin or ancestry, physical or mental disability, AIDS/HIV, medical condition, marital status, domestic partnership, age, genetic information, political activities or affiliations, or any other basis protected by federal, state or local law or ordinance or regulation, whether verbal, non-verbal, visual or physical, on the basis of race, religion, color, national origin, ancestry, marital status, age, sexual orientation, physical or mental disability, medical condition, or any other basis prohibited by law.

Acts of sexual harassment, which are prohibited by this policy, includes, but ~~are is~~ not limited to: unwelcome sexual activity directed toward another employee; other unwelcome verbal or physical conduct of a sexual nature (e.g., lewd comments or gestures; intentional physical contact of a sexual nature; the display in the workplace of sexually-suggestive objects or pictures) when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for either special treatment or for adverse employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Prohibited acts of harassment on basis other than sex include, but are not limited to, unwelcome verbal or physical conduct because of a person's membership in a protected group (e.g. epithets, slurs, derogatory jokes or comments, display in the workplace of offensive or derogatory objects or pictures) that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The District specifically prohibits any of the behaviors outlined in this policy and any similar conduct. The fact that the person who engaged in the improper behavior did not intend the behavior to be sexual, racial or some other form of prohibited harassment or discrimination may

~~not be considered a defense. Acts of unlawful harassment on bases other than sex, which are prohibited by this policy, include but are not limited to: unwelcome verbal or physical conduct because of a person's membership in a protected group (e.g., epithets, slurs, derogatory jokes or comments, display in the workplace of offensive or derogatory objects or pictures) that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.~~

Section 4.08.040 Retaliation prohibited.

Retaliation against any employee for refusing a sexual advance, for refusing a request, demand or pressure for sexual favors or activity, for reporting an incident of possible sexual or other unlawful harassment to the District, or for filing a charge of discrimination is prohibited, and, if proven, shall subject the offending party to appropriate disciplinary action.

Section 4.08.050 Investigation.

Any acts of harassment or discrimination should be immediately reported to a supervisor, manager, or to the General Manager~~Human Resources Division~~.

All complaints of harassment or discrimination will be promptly and objectively investigated. Appropriate disciplinary action will be taken when the results of such investigation warrant a finding of harassment or discriminatory treatment.

Section 4.08.060 Dissemination of policy.

In order that the equal employment opportunity, prohibited conduct, and workplace violence policies of the District are understood and known within the ~~Sanitary~~ District, the following activities have and will be undertaken:

1. The sections of this Code on equal opportunity, disability accommodation, prohibited conduct, harassment, and workplace violence will be made available to all the individual employees of the ~~Sanitary~~ District.
2. In advertising for District personnel, an equal opportunity clause will be included.

Chapter 4.12 CLASSIFICATIONS

- 4.12.010 Adoption of class descriptions and salaries.
- 4.12.020 Standards of establishing class of employment.
- 4.12.030 Description of classification.
- 4.12.040 Change of classifications.
- 4.12.050 Employment status.
- 4.12.060 Independent contractors.

Section 4.12.010 Adoption of class descriptions and salaries.

Class descriptions covering all positions of District employment, if classifications are used by the District, and a schedule of salaries for each position, shall be approved, amended and adopted or abolished by the Board of Directors.

Section 4.12.020 Standards of establishing class of employment.

Each class of employment shall include positions sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class. The same qualifications and tests of fitness for appointment and the same salary range shall apply.

Section 4.12.030 Description of classifications.

Each class description shall specify the general duties and responsibilities and the desired qualifications for each position in the class; however, the description of duties does not limit the authority of the District to assign other duties or to direct and control the work of employees.

Section 4.12.040 Change of classifications.

The Board may amend or abolish a class and it may establish, amend or abolish provisions relating to a class or positions within a class. A copy of any revised or amended class description shall be available for review at the District office.

Section 4.12.050 Employment status.

The District employs persons in four different kinds of status. These are temporary, regular probationary (trainee), regular and regular part-time. The District also accepts contributions of time and skills from volunteers, interns and consultants, none of whom shall be considered employees of the District.

Section 4.12.060 Independent contractors.

Common law rules are used to distinguish "independent contractors" from "employees". An independent contractor is someone who contracts to do a piece of work according to his/her own methods, and is subject to his/her employers' control only as to the end product or final result of work, and not as to the means and manner in which the work is performed.

Chapter 4.16 EXAMINATIONS AND APPOINTMENTS

- 4.16.010 Examinations.
- 4.16.020 Grounds for disqualification.
- 4.16.030 Grading standards.
- 4.16.040 Medical report.
- 4.16.050 Duration of eligibility list.
- 4.16.060 Removal from eligibility list.
- 4.16.070 Appointments.
- 4.16.080 Temporary appointments.
- 4.16.090 Special emergency appointments.
- 4.16.100 Provisional appointments.
- 4.16.110 Delegation *of* authority.
- 4.16.120 Probationary period.
- 4.16.130 Limits to appeal rights.

Section 4.16.010 Examinations.

- A. Except for those Board-appointed positions identified in Section 4.16.070(A), the District shall hold an examination(s) to establish an eligibility list for appointments to each class of position to be filled.
- B. The examination shall be oral or written or a demonstration of physical ability or skills or any combination thereof. Each examination shall test objectively the skills, knowledge and ability necessary for the position to be filled.
- C. Examinations are categorized as follows:
1. Personnel Advancement Examination(s). The District may provide a personnel advancement procedure to allow employees who qualify to advance to a designated higher level, non-supervisory position for those classes where the personnel advancement policy is in effect.
 2. Open/Promotional Examinations. In the case of positions other than those identified in Section 4.16.070(A), open/promotional examinations will take place when, (a) no current eligibility list exists and/or the personnel advancement procedure is not in order and, (b) when it is determined that there is a need to fill such positions, and (c) when the vacancy is not to be filled as part of the District's trainee program, and (d) when the vacancy is not filled by a lateral transfer.
 3. Special Appointments. In the case of Board-appointed positions, as defined in Section 4.16.070(A), the appointment shall be made on a case-by-case basis.

Section 4.16.020 Grounds for disqualification.

The District may refuse to examine, or after examination may disqualify any applicant, or it may remove his or her name from an eligibility list, on any of the following grounds:

- A. That the applicant does not meet the minimum qualifications of the position;
- B. That the applicant does not successfully pass each part of the examination procedure;
- C. That a physical handicap or disability makes a person unable to perform the essential duties of the position and reasonable accommodation as required by law cannot be made by the District;
- D. That a documented history of conduct, which when considered in the light of the particular duties of the position applied for, renders the person unfit to perform the duties.

Section 4.16.030 Grading standards.

To qualify for appointment, an applicant must pass each part of an examination. Examinations shall be prepared consistent with Section 4.16.010. The District shall establish the standards for grading an examination, prior to its administration, giving consideration to the kind of examination, number of candidates, and the needs of the District. The grading of an examination shall be under the supervision of the General Manager.

Section 4.16.040 Medical report.

Each candidate for appointment shall be subject to a medical examination and report by a licensed physician ~~selected by the District~~. Temporary and seasonal candidates are excluded from the medical report requirement. The purpose of the medical report is to establish the

physical fitness of prospective employees for the position offered. The District will pay the cost for the initial medical examination and required report. The examination shall be conducted within one month ~~prior to~~ appointment.

External candidates for appointment also shall be required to be tested for alcohol or illegal substances. A positive test result is grounds for disqualification from consideration for employment.

Section 4.16.050 Duration of eligibility list.

An established list shall be effective for six months unless depleted or extended by the District, but in no event shall an extension of the list exceed twelve months. The District may abolish or extend any eligibility list with approval of the General Manager.

Section 4.16.060 Removal from eligibility list.

The District may remove the name of a person from an eligibility list for any cause set forth in Section 4.16.020 or for the following:

- A. Failure to respond to notice within five days after the District (1) receives verification of receipt of certified mail, or (2) determines that the individual cannot be located after making a reasonable effort to do so;
- B. Request by applicant that his/her name be removed from the eligibility list;
- C. Refusal by the applicant to accept a regular appointment offered by the District.

Section 4.16.070 Appointments.

Management level positions, including but not limited to general manager, district secretary and department ~~commissioners and division~~-managers, are Board-appointed positions, and such appointments shall be so adopted by resolution.

The District shall make all other staff level appointments from the appropriate District eligibility list. The District may either make a temporary appointment, an emergency appointment, or a provisional appointment as provided in Sections 4.16.080, 4.16.090 and 4.16.100.

Section 4.16.080 Temporary appointments.

The District may from time to time require the services of temporary personnel to perform those duties and responsibilities normally performed by existing personnel. A temporary appointment is limited to twelve months, except as specified in memoranda of understanding and does not qualify the appointee for the retirement plan, the insurance plans, vacation and sick leave allowances, or other employment rights and benefits that may be made available to some regular employees. The Board may establish a rate of compensation for a temporary employee different from that of a regular employee.

The Board may create specific temporary classes at their discretion with compensation and benefits to be determined by the Board.

Section 4.16.090 Special emergency appointments.

If the District finds that there is a threat of a work stoppage, it may make emergency appointments effective for a period of ninety working days. Any appointee may receive not more than two successive emergency appointments for an effective total combined maximum appointment period of one hundred eighty working days. A special emergency appointee shall be considered a temporary employee as described in Section 4.16.080. Such appointments are considered additional positions, and shall be confirmed by the Board as soon as is reasonably possible after the appointments are made by the District.

Section 4.16.100 Provisional appointments.

The District may appoint an existing employee to a vacated position, on a provisional basis, for a period generally not less than thirty days nor more than one year regardless of whether the appointed employee is on an established eligibility list for that position. The provisional appointment does not grant to any individual so appointed any permanent rights to the position or relinquish any rights to the position held by the employee prior to such appointment.

Section 4.16.110 Delegation of authority.

The Board delegates to the General Manager the authority to conduct employment and personnel-related activities, including but not limited to those matters covered by Sections 4.12.030, 4.16.010, 4.16.020, 4.16.030, 4.16.050, 4.16.060, 4.16.070, 4.16.080, 4.16.090, 4.16.100, 4.16.120 and 4.16.130.

Section 4.16.120 Probationary period.

Each person appointed to a regular or regular part-time position shall serve a probationary period that shall not be less than six months nor more than twelve months of actual time served in that position. During the probation period, an employee may be dismissed at any time and for any reason not otherwise prohibited by law by either the Board or the General Manager. This discharge is at the sole discretion of the District with no recourse under the grievance or appeals provision.

If a promoted, regular employee is found to be unable to adequately perform the duties of the new position during the probationary period, the employee may demote back to the previously held position.

Section 4.16.130 Limits to appeal rights.

An employee having an employment status as provided in Sections 4.16.080, 4.16.090 or 4.16.120 shall not have the rights of appeal to the Board in case of a suspension, demotion or dismissal.

Chapter 4.20 LAYOFFS

4.20.010 Grounds for layoff.

4.20.020 Preference where position is reestablished.

4.20.030 Procedures for determination of layoff.

4.20.040 Seniority.

Section 4.20.010 Grounds for layoff.

Any employee(s) may be laid off when the position(s) is no longer necessary, or for reasons of economy, or lack of work, or lack of funds, or if the position can be consolidated with another position, or for such reason(s) that the Board of Directors deems sufficient for abolishing the position(s).

In the case of consolidation of positions, the salary range for the higher classification may prevail when an employee is currently occupying that consolidated position.

Section 4.20.020 Preference where position is reestablished.

If the Board abolished a position and within two years of abolishment, either: (1) reestablishes the position, or (2) creates a new position that involves substantially the same or comparable duties and responsibilities previously performed, or (3) approves of a positional classification previously occupied or at a lesser classification level with qualification requirements and experience possessed by the person laid off, the person who occupied such position before it was abolished shall have preference on the eligibility list created for such position.

Section 4.20.030 Procedures for determination of layoff.

A. In Same Class.

1. When a reduction in force becomes necessary, layoff shall be accomplished in inverse order of total District seniority within the affected class except as may be provided by applicable federal or state regulations. For purposes of this rule, total District seniority shall be defined as in Section 4.20.040. An employee's tenure in a class is his/her length of service in that classification and service in any higher classification.

2. Before any regular employee in an affected class is laid off, all appointees working in affected classes in the same department under emergency, temporary, or probationary appointments shall be separated from District employment.

3. Any employee subject to layoff as a result of being in a promotional probationary status in a new department may be allowed to demote in lieu of layoff to the employee's former classification and department as identified in the organization chart.

B. Demotion to Lower Class. An employee in a classification affected by a reduction in force may, in lieu of layoff, elect to demote to a lower classification, provided that such employee had held tenure in the lower classification. When both the employee demoting and the employee in the lower paying class have equal total District service, the employee in the lower paying classification would be laid off or demoted first. Reduction in force or demotion in lieu of layoff in one department shall not affect employees in another department.

C. Notification of Layoff. Notice of layoff shall be given to all employees, except temporary and emergency employees, *at least thirty calendar days prior to the effective date of layoff.*

D. Duration of Reemployment List. Names of persons laid off shall be carried on a reemployment list *for twenty-four months.* If, after a layoff, the working force is increased, the District shall offer each appointment from the established reemployment list in reverse order of

layoff, hiring the most recently laid off first. Persons appointed to regular positions of the same classification and status as previously held shall be dropped from the list. Persons reemployed in a lower classification or on a temporary or part-time basis shall be continued on the list for the higher regular position. Any person rejecting an offer of reemployment to a previously held regular position of the same classification and status shall be dropped from the list. Any person who does not respond *within five working days* to a certified letter offering such employment shall be dropped from the list, unless an acceptable reason is given.

E. A decision by the District to engage in a layoff shall not be subject to appeal.

Section 4.20.040 Seniority.

An employee's seniority at the District is based upon total length of continuous service in the District's employ in other than temporary employment status, regardless of position or class. A layoff, an authorized medical leave of absence, leave authorized under Family and Medical Leave Act or termination and subsequent reemployment within a six-month period is not considered a break in continuous service, and therefore, can be used to bridge two interrupted periods of District employment; however, the break in service time is not computed in total seniority.

Chapter 4.24 EMPLOYER-EMPLOYEE RELATIONS

- 4.24.010 Policy.
- 4.24.020 Employee rights.
- 4.24.030 Representation unit—General provisions.
- 4.24.040 Certification of employee organization.
- 4.24.050 Modification of established representation unit.
- 4.24.060 Decertification of employee organization.
- 4.24.070 Individual employees.
- 4.24.080 Validity.
- 4.24.090 Employees meeting on District time.
- 4.24.100 Meet and confer process.
- 4.24.110 Administration of employer/employee ordinance.

Section 4.24.010 Policy.

It is the policy of the ~~Sanitary~~ District to establish uniform procedures for its employees to participate in the process of meeting and conferring regarding wages, hours and other terms and conditions of employment, and to provide the means for discussion and resolution of matters of mutual interest, with the intent of fostering harmonious employer/employee relations.

The employer/employee policies and procedures set out in this chapter shall be used in determining representation units, recognizing employee organizations, resolving disputes and governing employee organizational activities on District property and District time.

Section 4.24.020 Employee rights.

Each employee of the ~~Sanitary~~ District, except elected officials, and the General Manager, District Counsel and Secretary of the District shall have the following rights:

To form, join and participate in the activities of employee organizations for the purpose of representation on matters of wages, hours and working conditions.

No employee shall be subjected to intimidation, restraint, coercion or discrimination because of exercising these employee rights.

Section 4.24.030 Representation unit--General provisions.

A. For the purposes stated in this chapter, the District Board of Directors shall establish appropriate representation units based upon the broadest internal and occupational community of interest, history of representation, the effect of the unit on efficient operation of the District, and sound employer-employee relations, subject to the following limitations:

1. No District classification and no employee shall be included in more than one representation unit.

2. The following classifications are designated as executive management positions:
General Manager
Secretary of the District
Counsel for the District

3. The management group of employees shall represent themselves in matters of wages, benefits and working conditions with the Board of Directors and shall not be included in the same representation unit with non-management employees or management support/confidential employees. Classifications within the unit are adopted by resolution of the Board of Directors.

4. The management support/confidential representation unit is recognized as the bargaining unit for all management support and confidential employees. Management support and confidential employees are defined as professional employees, confidentially designated employees, or employees in a supervisory or superintendent position. Management support and confidential employees shall not be included in the same representation unit with non-management or non-confidential employees. Classifications within this unit are adopted by resolution by the Board of Directors.

5. Professional employees may be included in a representation unit with nonprofessional employees unless, in a vote of all affected professional employees, a majority of such professional employees voting in a secret ballot election choose not to be included in such a unit. Certification of employee organizations representing a unit composed of professional employees shall follow the provisions of Section 4.24.040.

6. No employee organization is currently recognized as the bargaining unit for all regular employees.

B. The General Manager or his/her designee, using the criteria set forth in this chapter, shall make the initial determination of all questions that may arise as to whether classifications or employees included in a representation unit are in fact management, professional, management support/confidential employees, or general employees. Any action of the Director of Administration or his/her designee in determining issues contained in this section which are not satisfactory to the employee organization(s) shall be resolved in the meet and confer process, and where that process fails, through the State Conciliation Service as described in Section 3507.1 of the Meyers-Milias-Brown Act.

Section 4.24.040 Certification of employee organization.

A. An employee organization may be certified as the exclusive representative of a representation unit for the purposes stated in this chapter.

B. Any employee organization may petition in writing during the month of October of the final year of a memorandum of understanding to represent the employees in a representation unit as established in Section 4.24.030. At the time the petition is filed, that employee organization must meet the following minimum requirements and the petition must be filed with the General Manager or his/her designee in a written statement of representation signed by the presiding officer of the employee organization:

1. The name and address of the organization and the names, titles and addresses of its current officers; and
2. A statement that the employee organization is or is not a chapter or local of, or affiliated directly with, a regional, state, national or international organization, and if so, the name and address of each such regional, state, national or international organization; and
3. A copy of the employee organization's adopted constitution and/or bylaws; and
4. A statement that the organization has no restriction on membership based on race, color, creed, national origin, age, gender, sexual orientation or physical handicap in any classification contained within the representation unit; and
5. Written proof in the form of a signed petition by employees within the Representation unit, dated *within thirty calendar days prior the date on which the petition is filed*, to establish that at least thirty-five percent of the eligible employees within the Representation unit have designated the employee organization to represent them in their employee relations with the District.

C. The Board of Directors shall direct the staff to hold a secret ballot election conducted by the State Conciliation Service, or under other terms as mutually agreed upon by the District and all employee organizations involved. This secret ballot election must be held *no sooner than twenty calendar days after the final determination of the appropriate representation unit or units, and not more than forty calendar days after such determination*. This time period may be

extended by the mutual agreement of the District and all employee organizations involved. The District and the employee organizations concerned shall meet and confer on the procedures for conducting an election by eligible employees. Such employee elections shall be held within an established representation unit to determine the choice of an employee organization, or to resolve conflicting claims to representation, upon petition by thirty-five percent or more of the eligible employees in an established representation unit. In any representation election, the choice of no organization shall be on the ballot unless there is a runoff election.

1. In an election where none of the choices receives a majority of the valid ballots cast, a runoff election shall be conducted between the two choices receiving the largest number of ballots cast. This election shall be held *within thirty days of the prior election*.

2. Except as provided above for runoff elections, there shall be no new certification elections for a period of one year following any such election under this section.

3. An employee organization that receives a majority of the valid votes cast in a representation election and that has all of the minimum qualifications as stated in paragraphs 1 through 5 of subsection B of this section, shall be certified by the Board of Directors as the certified employee organization for the established representation unit.

D. A decision of the Board of Directors dismissing a claim for certification by an employee organization pursuant to the chapter shall be valid and effective for a period of one year.

Section 4.24.050 Modification of established representation unit.

A petition for modification of a representation unit must be filed with the General Manager or his/her designee *during the month of October of the final year of a memorandum of understanding*. A petition for modification of a representation unit may be filed by a group of employees in a representation unit. Such petitions must contain the signatures of fifty-one percent or more of the employees in any proposed representation unit.

Such petition shall be based on the factors set forth in 4.24.030, or shall be based on substantial changes in District functions, organizational structure or job classifications.

Such petition shall describe the proposed modified representation unit based upon the classes within the classification plan of the District and shall set forth the reasons for the proposed modification.

The General Manager or his/her designee, using the criteria set forth in this chapter, shall determine if the representation unit should be modified. Any action of the General Manager or his/her designee in determining if a representation unit should be modified may be contested by the employee organization(s) involved and may be subject to the meet and confer process. If necessary, the parties may seek the assistance of the State Conciliation Service pursuant to Section 3507.1 of the Meyers-Milias-Brown Act.

Section 4.24.060 Decertification of employee organization.

A. A decertification petition alleging that a current certified employee organization no longer represents a majority of the employees in an established representation unit may be filed with the General Manager or his/her designee after the incumbent organization has been recognized for at least one full year. Such petition must be filed with the General Manager or his/her designee *during the month of October of the final year of a memorandum of understanding*.

Such a decertification petition shall then contain the following information and documentation:

1. The name of the established representation unit and of the incumbent certified employee organization sought to be decertified as the representative of that unit;
2. An allegation that the incumbent certified employee organization no longer represents a majority of the employees in the unit and any other relevant and material facts relating thereto;
3. Written proof of employee support, dated within thirty calendar days prior to the filing of the petition, that at least thirty-five percent of the current employees in the unit no longer desire to be represented by the incumbent certified employee organization;
4. When the decertification petition also requests certification of another organization, then that petition shall include those requirements as set forth in Section 4.24.040 B(1) through (5).

B. Upon receipt of a decertification petition, the General Manager or his/her designee shall place the matter on the agenda of the next regularly-scheduled meeting of the Board of Directors, or as soon thereafter as is reasonably possible. If the employee petition is found to be valid, then the Board shall direct District staff to arrange a secret ballot election by State Conciliation Service. The majority representative shall be decertified if the results of a secret ballot election show that employees of the unit no longer desire representation by that organization, as indicated by the vote for "no organization" or another recognized organization, as specified in the voting criteria cited in Section 4.24.040. In the event of a tie vote, the incumbent certified employee organization shall not be decertified. The results of the election become binding and final.

C. A notice of decertification shall be sent by certified mail by the General Manager or his/her designee whenever an employee organization is voted to be decertified by a majority of the voting employees. The notice shall be delivered to the last known officer(s) of the employee organization.

D. In the event the incumbent employee organization is decertified, the decertification shall not negate the terms of the then-existing memorandum of understanding between the District and that organization. Acceptance of the terms of such a memorandum of understanding shall be a condition required by the Board of Directors in granting recognition to a new organization as the certified employee organization for the representation unit.

Section 4.24.070 Individual employees.

Nothing in this chapter shall be construed to restrict or in any way modify the right of an individual employee to present matters involving his/her employment relationship with the District.

Section 4.24.080 Validity.

Nothing contained in this chapter shall be deemed to modify or abrogate existing legal rights and responsibilities of the District or its employees or employee organizations.

If any part or section of this chapter is found to be contrary to existing law or laws subsequently adopted by any court of proper jurisdiction, the remainder shall not be affected thereby.

Section 4.24.090 Employees meeting on District time.

- A. District employees shall be allowed to attend meetings held by the District during regular working hours on District time only under the following circumstances:
 - 1. If their attendance is required at a specific meeting by District management;
 - 2. If their attendance is sought by the hearing officer for presentation of testimony or other reasons;
 - 3. If they are designated as an officer, shop steward or member representative, in which case they may utilize a reasonable time at each level of the proceedings to assist an employee in processing a grievance, but at all times must inform their immediate supervisor when leaving and upon returning to work. The District may deny such requests if another representative has been released from work for the same purpose.
- B. In addition, official representatives of a certified employee organization(s) shall be allowed time off on District time during regular working hours when formally meeting and conferring in good faith on matters within the scope of representation; provided, that the number of such representative(s) shall not exceed four and that advance arrangements for the time away from his/her work station or assignment are made with the appropriate supervisor.
- C. When formally meeting and conferring in good faith, District Board representatives shall not exceed four members.
- D. Employees who, during the course of their workday are required to accommodate association-related business, shall report that time on their timesheet in an established employee relations account.

Section 4.24.100 Meet and confer process.

If a written request to meet and confer is presented to or from an employee representative unit or to or from the District Board representatives, the two groups shall meet and confer in good faith at a reasonable time and place in regard to matters relating to wages, hours and terms and conditions of employment. Each group shall consider in good faith all proposals presented; however, meeting and conferring in good faith does not in any way obligate either party to make concessions or agree to proposals.

If agreement is reached between Board representative(s) and representatives of the employee unit(s), they shall jointly prepare and sign the terms of a proposed memorandum of understanding, which shall not be binding on either party. The employee representative(s) shall submit the terms of the proposed memorandum of understanding to his/her membership for ratification prior to presenting it to the Board of Directors of the District for consideration. The memorandum of understanding only shall become effective upon its approval by the District Board of Directors. The Board of Directors is not required to agree to any proposed written memorandum of understanding.

If any provision of this Title directly conflicts with a subsequently negotiated provision of a memorandum of understanding, the memorandum of understanding shall prevail.

Upon written notification by either party that negotiations are deadlocked, the involved parties may mutually agree upon the designation of a mediator, who shall then conduct mediation sessions with the parties in an attempt to resolve the impasse. If the involved parties cannot mutually agree to the designation of a mediator, then mediation shall be conducted pursuant to Government Code Section 3507.1 or any other superseding statute.

Costs of mediation shall be divided one-half to the District and one-half to the recognized employee representation unit participating in the mediation.

Section 4.24.110 Administration of employer/employee ordinance.

A. The District's General Manager or his/her designee shall be the District's principal representative and spokesperson in all matters covered under this chapter and shall have the authority to administer or delegate the administration of the provisions therein.

B. The rights of the District include, but are not limited to, the exclusive right to determine the missions of its constituent departments and divisions; set standards of services; determine the procedures and standards of selection for employment and promotion; direct and assign its employees; require overtime, when necessary, for operations of the District; take disciplinary action; direct, classify and assign its employees; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of District operations, including, but not limited to, the contracting and subcontracting of production, service maintenance or other type of work performed by the District; determine the methods, means and personnel by which District operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work; provided, however, that the exercise of such District rights shall not conflict with the express provisions of this chapter or applicable laws.

1. The rights, powers and authority of the Board of Directors of the District in all matters, including the right to maintain any legal action, shall not be modified or restricted by this chapter.

2. The provisions of this chapter are not intended to conflict with the provisions of Chapter 10, Division 4, Title 1 of the Government Code of the state (Sections 3500, et seq.), as amended.

C. Any employee who encourages, causes or participates in any unlawful strike, walkout, stoppage, slowdown or impeding of work, or any other concerted interference with the conduct of the District's operations, shall be subject to immediate discharge or other discipline at the sole discretion of the District; however, nothing in this section precludes the employee from exercising any rights of appeal under an applicable memorandum of understanding.

D. With the exception of those meetings referenced in Section 4.24.090, a certified employee organization may, with prior notice to and approval of the General Manager or his/her designee, hold no more than two meetings per year during normal working hours of the District. Meetings referenced in this section shall only take place at 4 PM unless the District and employee organization otherwise agree to a mutually acceptable time. If the meeting is to be held on District premises, they then must comply with the scheduling requirements of the area in which they propose to have their meeting.

E. Certified employee organization(s) and representative unit(s) shall be allowed to use designated portions of bulletin boards in public portions of District buildings provided that the information displayed is within the scope of representation, is not offensive, obscene, or profane, and that the responsible party appropriately posts and removes the information.

F. Representative(s) of a certified employee organization(s) or representative unit(s) shall be allowed reasonable access to work locations to discuss employee-related matters. The representative shall first notify the designated District representative in advance of the need for such access, shall not interfere with any work activities without District authorization, and shall comply with all safety rules and regulations in effect at that work location.

G. Representative(s) of a certified employee organization(s) or representation unit(s) shall

be permitted to place a supply of literature at specific locations in District buildings if arranged in advance with the General Manager or his/her designee and provided such materials are not offensive, obscene, or profane.

Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse, surviving spouse, or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, www.socialsecurity.gov/online/ssa-1945.pdf. Paper copies can be requested by email at ofsm.oswm.rqct.orders@ssa.gov or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name _____ Employee ID# _____

Employer Name _____ Employer ID# _____

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$395.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security Benefits.

Signature of Employee _____ Date _____

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Personnel Committee / Board of Directors
FROM: General Manager 
SUBJECT: Salary Study and Proposed Adjustment to Pay Scale
DATE: June 12, 2019

In December 2017 a study was undertaken to show the comparison of the District's salary and benefits with similar agencies. Over the last few years staff has presented various adjustments to the Pay Scale of Wages to meet mandated minimum wage increases. Demographics, income level, type of service, and other comparables were completed in the previous study.

This study is an update to the one completed in 2017 and focuses only on salary of full-time year-round employee positions.

HISTORY

The District historically has chosen to hire professional managers rather than engineers or financial accountants to fill key positions within the District as a way to help keep salary costs down. Even taking this into consideration, when compared to other similarly sized agencies performing similar work the pay rates for District employees remain at the very low end of pay scale. The District does not have a Cost-of-Living Adjustment program and therefore salary compensation reviews are conducted regularly. The District requires key employees to live within a certain distance to respond to emergencies limiting affordable housing choices which must be factored in during the compensation review. The District has chosen to slowly increase benefits for its employees, preferring an incremental approach to lessen the cost impact to the public, but over the last few years salary compensation has lagged while benefits have been added. Hourly employee pay schedules are annually adjusted to meet minimum wage increase requirements. Pay schedules are historically updated on July 1 and/or January 1.

DISCUSSION

Salary and benefit data from the State Controller's Office, California Association of Sanitation Agencies (CASA) 2019 Salary/Benefits Survey, the California Special Districts Association 2015-2016 Special District Administrative Salary & Benefits Survey, Office Team 2019 Salary Guide for Administrative Professionals, as well as researching current open job at positions similar to District employee positions was gathered as part of this compensation study. Agencies with similar type of service, budget, and populations served were compared against the District. Monthly salary comparisons were separated out between the sanitary departments and recreation department and include actual employee salaries for comparable agencies.

The Event Supervisor position is the only position that appears to be adequately compensated compared to similar positions elsewhere. The Facilities Manager/Assistant District Secretary is close to reaching the top of her pay scale and, at minimum, this scale should be adjusted. The Assistant Sanitary Department Manager position is vacant, the duties of which are currently being done by the Port Costa Sanitary Department Manager, however adjusting the pay scale may be prudent in case there is a need to fill this position. The remaining three positions; General Manager, Sanitary Department Manager, and Recreation Department Manager are appointed exempt management positions who have over the last year extended their contracts with the District.

Deferring adjustments to the pay schedule for mid-level and exempt employees over the years has put pressure on the District to take more aggressive steps to raise the pay schedule to avoid falling further behind in comparison to other agencies. The majority of the District's full-time employees are over 50 and it is prudent for the District to consider its salary and benefits package as part of its succession plan.

It would be financially difficult for the District to adjust all pay schedules in one action due to budget constraints. Funding has been set aside to allow for an increase in the current pay schedules of between 4%-10%, depending on position, as well as for adding new health benefits later this year.

The current Pay Scale of Wages by Job Classification is being provided to facilitate discussion. Supporting documents and full copies of the referenced salary data reports are available in the District office.

SUMMARY AND RECOMMENDATION

The District's Pay Schedule of Wages is well below other comparable agencies and should be reviewed and adjusted. The Personnel Committee can choose to set a target goal, based on comparable percentage, or can continue to consider salary adjustments annually.

Staff recommends increasing the pay schedule of the Facilities Manager by \$4 per hour so that starting pay for Step 1a would be \$21 per hour. To recognize the years of service to the District while balancing the District's financial needs, the current Facilities Manager's pay should be increased to at least \$25 per hour.

Staff recommends increasing the pay schedule of the Assistant District Secretary by \$5.50 per hour so that starting pay for Step 1a would be \$21 and match that of the Facilities Manager.

Staff recommends discussion on management position pay schedules and develop a plan to increase the rates over the next 3 to 4 years to bring the District in line with the lower pay scale range of other similar agencies. The first increase could take effect July 1, 2019, the second July 1, 2020, and the third on July 1, 2021. Implementing a phased in approach will allow staff to budget accordingly and lessen the financial impact on the departments.

CROCKETT COMMUNITY SERVICES DISTRICT
Monthly Salary Comparison Crockett Recreation Employees - 2019

	Comp Survey Average 2017	Comp Survey Average excluding Hercules & Tamalpais	OFFICE TEAM SURVEY 2019 (2)	CSDA SURVEY 2015-2016 AVERAGE (3)	CSD EMPLOYEE SALARY EQUIV.	CSD % OF STUDY
Rec Dept Manager	\$9,298	\$8,435	-	\$7,857	\$5,869	68.81%
Facilities Manager	\$5,225	\$4,795	\$5,259	\$5,797	\$3,987	75.66%
Event Supervisor	\$3,428	\$3,237	\$2,832	\$3,672	\$3,293	100.04%

(2) 50% midpoint scale used for Office Team Survey, includes 3% local adjustment based on Vallejo.

(3) CSDA 2015 Survey increased 7.7% to factor CPI-U payroll increase since last survey.

(4) Comparable agencies are:

	<u>Rec. Mgr.</u>	<u>Facilities Mgr.</u>	<u>Event Sup</u>
<i>Crockett CSD **</i>	\$5,869	\$3,987	\$3,293
<i>City of Hercules Rec Dept.</i>	\$11,594	\$5,738	\$3,390
<i>Greater Vallejo Recreation District</i>	\$8,240	\$5,201	\$3,445
<i>Pleasant Hill Recreation and Park</i>	\$8,541	\$5,006	\$3,269
<i>Tamalpais CSD</i>	\$9,592	\$6,001	\$4,039
<i>North Highlands Rec & Park</i>	\$8,524	\$4,178	\$2,996
Average	\$9,298	\$5,225	\$3,428
Average excl. Hercules & Tamalpais	\$8,435	\$4,795	\$3,237

** Recreation Manager actual salary \$2,788 for part-time 19-hours, comparison at full-time eq.

Facilities Manager and Event Supervisor are hourly, converted to salary based on 40 hrs for comp.

No direct comparison on some of the job titles, closest equivalent selected for study.

CROCKETT COMMUNITY SERVICES DISTRICT

Monthly Salary Comparison Crockett District / Sanitary Dept. Employees - 2019

	CASA SURVEY 2019 (1)	CASA Comp. 2019 Average (2)	SCO 2017 Comp. (3)	CSDA SURVEY 2015-16 AVERAGE (4)	CSD EMPLOYEE SALARY 2019	CSD % OF STUDY
General Manager	\$ 11,986	\$ 14,203	\$ 13,872	\$ 11,855	\$ 7,409	57.08%
Sanitary Dept. Manager	\$ 7,085	-	\$ 8,393	\$ 7,857	\$ 5,504	70.76%
Assist. San. Dept. Mgr. (5)	\$ 5,503	\$ 7,504	\$ 5,572	-	\$ 4,507	72.77%
Administrative Assistant	\$ 5,550	\$ 5,398	\$ 5,552	\$ 4,775	\$ 3,987	74.96%

(1) CASA Survey for small agencies less than 15 employees, close to equivalent positions.

(2) CASA comparable agencies 2019:	GM Salary	Dept. Mgr.	Assit. Mgr.	Admin Ast.
<i>Crockett CSD</i>	\$ 7,409	\$ 5,504	\$ 4,507	\$ 3,987
<i>Rodeo Sanitary District *</i>	\$16,656	n/a	\$ 7,504	n/a
<i>Crestline Sanitation District *</i>	\$11,750	n/a	n/a	\$5,398
<i>CASA Average</i>	\$14,203	n/a	\$7,504	\$5,398

(3) SCO comparable agencies 2017:	GM Salary	Dept. Mgr.	Assit. Mgr.	Admin Ast.
<i>Crockett CSD</i>	\$ 7,409	\$ 5,504	\$ 4,507	\$ 3,987
<i>Rodeo Sanitary District *</i>	\$15,002	n/a	n/a	\$5,653
<i>Santa Ynez Community</i>	\$13,101	\$6,938	n/a	n/a
<i>Stege Sanitary District</i>	\$17,110	\$9,574	n/a	\$5,252
<i>Crestline Sanitation District *</i>	\$10,735	\$8,088	n/a	\$5,307
<i>Summerland Sanitary District</i>	\$13,519	n/a	\$5,512	\$5,975
<i>Town of Discovery Bay</i>	\$10,833	\$7,791	\$5,239	\$4,594
<i>State Controller Average</i>	\$13,383	\$8,098	\$5,375	\$5,356

(4) CSDA 2015 Survey increased 7.7% to factor CPI-U payroll increase since last survey

(5) CVSan Assistant Dept. Mgr. position vacant, used mid-range Level II.d.

PAY SCHEDULE OF WAGES BY JOB CLASSIFICATION
CROCKETT COMMUNITY SERVICES DISTRICT
 (REVISED 10-22-2018 - ADOPTED 11/28/18 - EFFECTIVE DATE JANUARY 1, 2019)

CSD Administration

General Manager / Secretary of the District ⁽¹⁾ - Exempt Position

Probation	Level I			Level II			Level III			Level IV			Level V								
Per Hour	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c						
n/a	\$7,056	\$7,174	\$7,292	\$7,409	\$7,533	\$7,656	\$7,779	\$7,909	\$8,034	\$8,168	\$8,305	\$8,441	\$8,576	\$8,720	\$8,863						
* Monthly salary		Monthly Income= \$7,056 min.					\$8,863 max.					Annual Base Full Time Equivalent= \$84,672 minimum					\$106,356 maximum				

Assistant District Secretary - Hourly Position, Non-Exempt - Average work load 15 hours per week

Probation	Level I					Level II					Level III					Level IV		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	
\$14.50	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	
* Hourly salary, paid bi-weekly		Monthly Income= \$1,008 min.					\$1,528 max.					Annual Base Full Time Equivalent= \$32,240 minimum					\$48,880 maximum	

Sanitary Departments

CVSAN Dept. Manager ⁽¹⁾ - Exempt Position - Average work load 30 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
\$21	\$4,312	\$4,454	\$4,598	\$4,744	\$4,892	\$5,042	\$5,194	\$5,348	\$5,504	\$5,662	\$5,822	\$5,984	\$6,148	\$6,314	\$6,482	\$6,652	\$6,824	\$6,998	\$7,174	\$7,352	\$7,532
* Monthly salary		Monthly Income= \$4,312 min.					\$7,532 max.					Annual Base Full Time Equivalent= \$51,744 minimum					\$90,384 maximum				

PCSAN Dept. Manager ⁽²⁾ - Exempt Position - Average work load 12 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
\$21	\$4,312	\$4,454	\$4,598	\$4,744	\$4,892	\$5,042	\$5,194	\$5,348	\$5,504	\$5,662	\$5,822	\$5,984	\$6,148	\$6,314	\$6,482	\$6,652	\$6,824	\$6,998	\$7,174	\$7,352	\$7,532
* Monthly salary		Monthly Income= \$4,312 min.					\$7,532 max.					Annual Base Full Time Equivalent= \$51,744 minimum					\$90,384 maximum				

Asst. CVSan Dept. Manager ⁽²⁾ - Hourly Position, Non-Exempt - Average work load 30 hours per week, up to 40 hours per week.

Probation	Level I					Level II					Level III					Level IV		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	
\$21.00	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00	\$25.50	\$26.00	\$26.50	\$27.00	\$27.50	\$28.00	\$28.50	\$29.00	\$29.50	\$30.00	
* Hourly salary, paid bi-weekly		Monthly Income= \$2,860 min.					\$5,200 max.					Annual Base Full Time Equivalent= \$45,760 minimum					\$62,400 maximum	

Sanitary Administrative Assistant / Field Assistant - Temporary - 0 to 10 hours per week

Probation	Level I																				
Per Hour	Step a	Step b	Step c	Step d	Step e																
\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50																
* Hourly salary, paid bi-weekly		Monthly Income= \$0 min.					\$628 max.					Annual Base Full Time Equivalent= \$26,000 minimum					\$30,160 maximum				

(1) General Manager serves as Secretary of the District, as CVSan. Dept. Mgr., and performs the duties of Asst. CVSan. Dept. Mgr. when position is vacant.

(2) PCSan Dept. Manger assists in managing the CVSAN Dept. and performs the duties of CVSan. Asst. Dept. Mgr. as required when position is vacant.

Head Lifeguard - Seasonal - 0 to 34 hours per week / OFFICE MANAGER (Pos.)

Probation	Level I					Level II							
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e			
\$12.75	\$12.75	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00			
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$2,357	max.	Annual Base Full Time Equivalent=		\$26,520	minimum	\$33,280	maximum

Lifeguard ^{(3) (4)} - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II							
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e			
\$12.25	\$12.25	\$12.40	\$12.55	\$12.70	\$12.85	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60			
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$2,004	max.	Annual Base Full Time Equivalent=		\$25,480	minimum	\$28,288	maximum

Aquatics Instructor - Seasonal - 0 to 20 hours per week

Probation	Level I												
Per Hour	Step a	Step b	Step c	Step d	Step e								
\$12.00	\$12.00	\$12.15	\$12.60	\$12.45	\$12.60								
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$1,092	max.	Annual Base Full Time Equivalent=		\$24,960	minimum	\$26,208	maximum

LESS CORRECTION \$12.50

Aquatics Office Assistant - Seasonal - 0 to 34 hours per week

Probation	Level I												
Per Hour	Step a	Step b	Step c	Step d	Step e								
\$12.00	\$12.00	\$12.15	\$12.30	\$12.45	\$12.60								
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$1,856	max.	Annual Base Full Time Equivalent=		\$24,960	minimum	\$26,208	maximum

Maintenance Attendant ⁽⁵⁾ - Hourly - 0 to 20 hours per week

Probation	Level I												
Per Hour	Step a	Step b	Step c	Step d	Step e								
\$12.00	\$12.00	\$12.15	\$12.30	\$12.45	\$12.60								
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$1,092	max.	Annual Base Full Time Equivalent=		\$24,960	minimum	\$26,208	maximum

- (4) Additional .25 on top of Level/Step for each approved advanced certification (ie. WSI etc.) for Lifeguards.
- (5) Instructors moving to Lifeguard maintain their same Level/Step resulting in .25 increase for lateral move.
- (6) Maintenance Attendant position can be filled by seasonal aquatics employee. Employee will retain the higher of the two rate schedules.

Recreation Department & Maintenance Departments

Recreation / Maintenance Dept. Manager ⁽³⁾ - Exempt Position - Average work load 19 hours per week, no more than 1000 hours per year

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
n/a	\$2,164	\$2,233	\$2,305	\$2,379	\$2,455	\$2,535	\$2,616	\$2,701	\$2,788	\$2,878	\$2,971	\$3,067	\$3,167	\$3,269	\$3,375	\$3,485	\$3,598	\$3,714	\$3,834	\$3,957	\$4,083
* Monthly salary					Monthly Income= \$2,164 min. \$4,083 max.					Annual Base at 19 hours per week : \$25,968 minimum \$48,996 maximum					Annual Base Full Time Equivalent : \$54,669 minimum \$103,149 maximum						

(3) Recreation Department Manager serves as the Maintenance Department Manager and Aquatics Manager and performs the duties when positions are vacant.

Rec. Facilities Manager - Hourly Position, Non-Exempt - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$16.00	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00
* Hourly salary, paid bi-weekly					Monthly Income= \$2,357 min. \$3,467 max.					Annual Base Full Time Equivalent= \$35,360 minimum \$52,000 maximum							

Event Supervisor - Hourly Position, Non-Exempt - Average work load 34 hours per week for f/t, less for p/t Event Supervisor

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$13.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	\$22.50	\$22.00	\$22.50	\$23.00	\$23.50
* Hourly salary, paid bi-weekly					Monthly Income= \$2,284 min. \$3,462 max.					Annual Base Full Time Equivalent= \$32,240 minimum \$48,880 maximum							
** Pay rate for table/chair setup/takedown at Community Center is flat \$25.50 per hour regardless of pay schedule level/step.																	

Assistant Event Supervisor - Hourly Position, Non-Exempt - 0 to 16 hours per week

Probation	Level I					Level II			
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	
\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$1,109 max.			Annual Base Full Time Equivalent= \$26,000 minimum \$33,280 maximum	

Aquatics Manager / Aquatics Administrative Assistant - Seasonal - 0 to 34 hours per week


Probation	Level I					Level II					Level III
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
\$17.50	\$17.75	\$18.25	\$18.75	\$19.25	\$19.75	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$3,315 max.					Annual Base Full Time Equivalent= \$36,920 minimum \$46,800 maximum	

Aquatics Asst. Manager - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	
\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$2,799 max.		Annual Base Full Time Equivalent= \$33,280 minimum \$39,520 maximum	

CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Personnel Committee
FROM: General Manager 
SUBJECT: Cost-of-Living Adjustments
DATE: June 12, 2019

The District currently does not apply Cost-of-Living Adjustments (COLA) to its pay schedule of wages. It is in the minority of special district agencies that do not grant cost of living salary adjustments to its employees. As presented in a recent salary study the District's pay schedule is well below other comparable agencies in part because few COLA adjustments have been made over the years.

Of the 38 agencies that responded to the 2019 California Association Sanitation Agencies (CASA) Benefits Study 27 make annual COLA adjustments, 9 make adjustments on a different frequency, and 2 did not offer COLA adjustments, the District being one of them. COLA adjustments are considered annually in July for the majority of agencies surveyed.

<u>CASA Benefits Study of 2019</u>	
Average Amount of Last COLA	2.14%
Average Amount of Projected COLA	3.83%

The Personnel Committee last considered a COLA adjustment in November 2015. There were no recommendations made at that time for adjustment to the pay schedule. In December 2017 the District Board was presented a salary and benefits study recommending that COLA adjustments be considered when developing the FY 2019/20 budget, to be effective July 1, 2019, so that the District's pay schedule remains current and competitive. No action was taken.

There is no law that requires COLA adjustments. For most agencies it is a bargained component of the contract renewal or Memorandum-Of-Understanding (MOU) with respective employee union.

Staff Recommendation:

Staff recommends consideration of a policy to implement COLA adjustments annually based on the Consumer Price Index - All Items for All Urban Consumers, San Francisco-Oakland San Jose SMSA, published by the U.S. Department of Labor, Bureau of Labor Statistics for the 12-month period ending April 30 of each year (CPI-U), currently 4.0% for 2019 (see attached report).

The Personnel Committee should provide direction to staff and, if supportive of a COLA policy, direct staff to draft a Resolution to modify the salary schedule of the District employees to incorporate an annual cost of living adjustment for all but seasonal and part time employees.

NEWS RELEASE

BUREAU OF LABOR STATISTICS

U. S. DEPARTMENT OF LABOR



For Release: Friday, May 10, 2019

19-804-SAN

WESTERN INFORMATION OFFICE: San Francisco, Calif.

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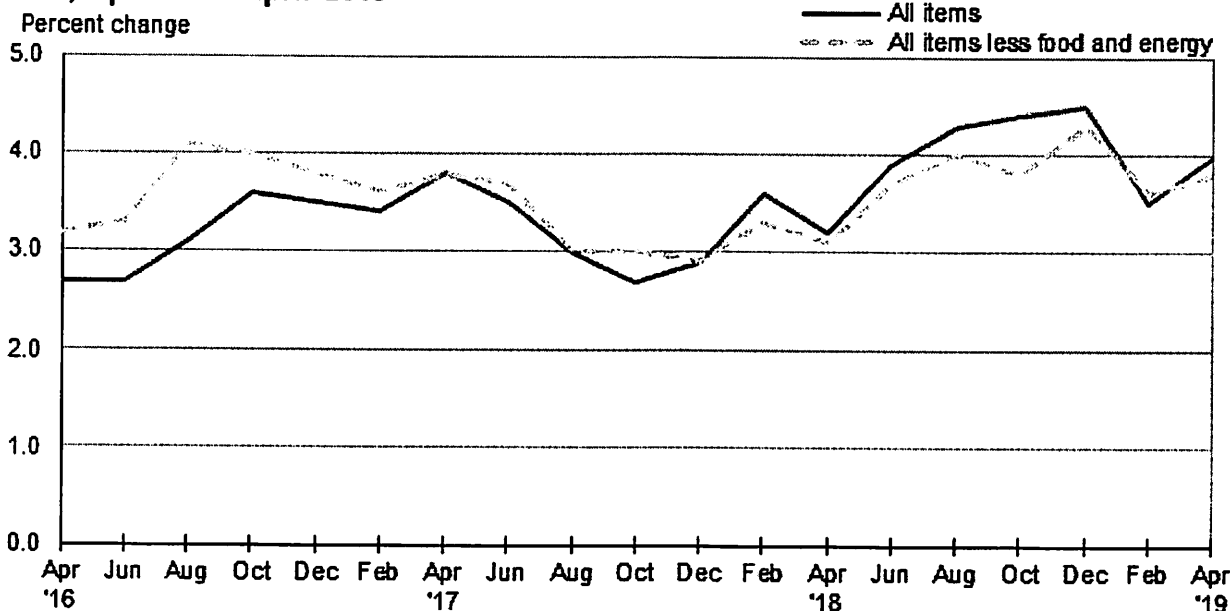
Consumer Price Index, San Francisco Area — April 2019

Area prices were up 1.2 percent over the past two months, up 4.0 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.2 percent for the two months ending in April 2019, the U.S. Bureau of Labor Statistics reported today. (See table A.) Assistant Commissioner for Regional Operations Richard Holden noted that the April increase was influenced by higher prices for gasoline and shelter. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U rose 4.0 percent. (See chart 1 and table A.) Energy prices increased 6.8 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy increased 3.8 percent over the year. (See table 1.)

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, April 2016–April 2019



Source: U.S. Bureau of Labor Statistics.

Food

Food prices advanced 0.7 percent for the two months ending in April. (See table 1.) Prices for food away from home increased 1.8 percent, but prices for food at home decreased 0.6 percent for the same period.

Over the year, food prices advanced 4.3 percent. Prices for food away from home rose 7.6 percent since a year ago, and prices for food at home moved up 0.5 percent.

Energy

The energy index jumped 11.7 percent for the two months ending in April. The increase was mainly due to higher prices for gasoline (15.5 percent). Prices for natural gas service jumped 15.6 percent, and prices for electricity rose 2.5 percent for the same period.

Energy prices increased 6.8 percent over the year, largely due to higher prices for gasoline (9.6 percent). Prices paid for electricity increased 3.0 percent, and prices for natural gas service rose 0.6 percent during the past year.

All items less food and energy

The index for all items less food and energy increased 0.7 percent in the latest two-month period. Higher prices for medical care (3.4 percent), recreation (1.1 percent), and shelter (0.7 percent) were partially offset by lower prices for new vehicles (-3.7 percent) and education and communication (-0.5 percent).

Over the year, the index for all items less food and energy increased 3.8 percent. Components contributing to the increase included medical care (6.6 percent), education and communication (6.0 percent), and shelter (3.7 percent). Partly offsetting the increases was a price decline in new vehicles (-1.7 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2015		2016		2017		2018		2019	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February.....	1.0	2.5	0.9	3.0	0.8	3.4	1.4	3.6	0.5	3.5
April.....	1.1	2.4	0.7	2.7	1.1	3.8	0.8	3.2	1.2	4.0
June.....	0.6	2.3	0.6	2.7	0.3	3.5	0.9	3.9		
August.....	0.3	2.6	0.7	3.1	0.2	3.0	0.6	4.3		
October.....	0.4	2.6	0.9	3.6	0.6	2.7	0.7	4.4		
December.....	-0.3	3.2	-0.3	3.5	-0.1	2.9	0.1	4.5		

The June 2019 Consumer Price Index for the San Francisco-Oakland-Hayward area is scheduled to be released on July 11, 2019.

Consumer Price Index Geographic Revision for 2018

In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI). As part of the new sample, the index for this area was renamed. Additional information on the geographic revision is available at: www.bls.gov/cpi/additional-resources/geographic-revision-2018.htm.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 94 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 28 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 5,000 housing units and approximately 22,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at www.bls.gov/opub/hom/homch17_a.htm.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Indexes			Percent change from-		
	Feb. 2019	Mar. 2019	Apr. 2019	Apr. 2018	Feb. 2019	Mar. 2019
Expenditure category						
All items	291.227	-	294.801	4.0	1.2	-
All items (1967=100)	895.314	-	906.300	-	-	-
Food and beverages	287.162	-	288.243	4.5	0.4	-
Food	283.969	-	285.888	4.3	0.7	-
Food at home	254.276	255.643	252.639	0.5	-0.6	-1.2
Cereals and bakery products	252.076	-	258.149	-0.4	2.4	-
Meats, poultry, fish, and eggs.....	246.686	-	250.400	-0.3	1.5	-
Dairy and related products	269.671	-	261.768	-0.6	-2.9	-
Fruits and vegetables	345.352	-	342.744	4.8	-0.8	-
Nonalcoholic beverages and beverage materials(1)	209.346	-	204.278	1.5	-2.4	-
Other food at home	222.216	-	216.998	-1.5	-2.3	-
Food away from home.....	318.676	-	324.339	7.6	1.8	-
Alcoholic beverages	322.434	-	316.507	5.9	-1.8	-
Housing	342.944	-	346.105	3.5	0.9	-
Shelter	392.626	393.992	395.518	3.7	0.7	0.4
Rent of primary residence(2).....	450.694	452.409	453.935	3.8	0.7	0.3
Owners' equiv. rent of residences(2)(3).	421.095	422.749	424.098	3.5	0.7	0.3
Owners' equiv. rent of primary residence(1)(2)	421.095	422.749	424.098	3.5	0.7	0.3
Fuels and utilities.....	397.908	-	415.874	4.3	4.5	-
Household energy	340.206	337.983	359.515	2.3	5.7	6.4
Energy services(2)	341.065	338.782	360.524	2.3	5.7	6.4
Electricity(2).....	364.867	367.561	373.923	3.0	2.5	1.7
Utility (piped) gas service(2).....	277.765	263.946	320.999	0.6	15.6	21.6
Household furnishings and operations.....	138.669	-	139.090	0.0	0.3	-
Apparel.....	117.077	-	117.181	2.9	0.1	-
Transportation	202.749	-	210.749	3.5	3.9	-
Private transportation	196.577	-	204.281	3.4	3.9	-
New and used motor vehicles(4).....	95.322	-	93.188	-3.6	-2.2	-
New vehicles(1).....	164.164	-	158.086	-1.7	-3.7	-
Used cars and trucks(1)	252.079	-	253.407	0.0	0.5	-
Motor fuel	251.375	259.552	290.028	9.5	15.4	11.7
Gasoline (all types).....	250.294	258.515	289.129	9.6	15.5	11.8
Gasoline, unleaded regular(4).....	250.511	258.884	289.818	9.7	15.7	11.9
Gasoline, unleaded midgrade(4)(5).....	232.890	238.501	266.200	9.2	14.3	11.6
Gasoline, unleaded premium(4)....	236.797	244.205	271.738	9.0	14.8	11.3
Motor vehicle insurance(1)	516.426	-	516.426	2.1	0.0	-
Medical care	519.339	-	537.178	6.6	3.4	-
Recreation(6).....	117.960	-	119.255	3.6	1.1	-
Education and communication(6).....	152.196	-	151.482	6.0	-0.5	-
Tuition, other school fees, and child care(1)	1,833.255	-	1,836.560	10.6	0.2	-
Other goods and services	500.106	-	499.587	4.3	-0.1	-
Commodity and service group						
All items	291.227	-	294.801	4.0	1.2	-
Commodities	193.224	-	195.833	3.3	1.4	-
Commodities less food & beverages.....	142.875	-	146.132	2.2	2.3	-
Nondurables less food & beverages	188.183	-	196.693	4.0	4.5	-
Durables	99.201	-	97.745	-1.0	-1.5	-
Services.....	372.829	-	377.211	4.3	1.2	-

Note: See footnotes at end of table.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted) - Continued

Item and Group	Indexes			Percent change from-		
	Feb. 2019	Mar. 2019	Apr. 2019	Apr. 2018	Feb. 2019	Mar. 2019
Special aggregate indexes						
All items less medical care	281.912	-	284.919	3.8	1.1	-
All items less shelter.....	249.269	-	253.247	4.2	1.6	-
Commodities less food	150.524	-	153.324	2.5	1.9	-
Nondurables	238.975	-	243.797	4.3	2.0	-
Nondurables less food.....	198.709	-	205.752	4.3	3.5	-
Services less rent of shelter(3).....	364.031	-	370.732	5.2	1.8	-
Services less medical care services.....	363.563	-	367.000	4.0	0.9	-
Energy	288.767	293.894	322.575	6.8	11.7	9.8
All items less energy	294.874	-	297.045	3.9	0.7	-
All items less food and energy	297.400	-	299.618	3.8	0.7	-

Footnotes

(1) Indexes on a December 1977=100 base.

(2) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(3) Indexes on a December 1982=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1997=100 base.

- Data not available

NOTE: Index applies to a month as a whole, not to any specific date.

DRAFT

RESOLUTION NO. _____ - _____

**RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
MODIFYING THE SALARY SCHEDULE OF THE DISTRICT EMPLOYEES TO
INCORPORATE AN ANNUAL COST OF LIVING ADJUSTMENT**

WHEREAS, the District wishes to annually grant cost of living salary adjustments (COLA) to District Employees by “a percentage equal to the percentage increase in the Consumer Price Index – All Items for All Urban Consumers, San Francisco-Oakland-San Jose SMSA, published by the U.S. Department of Labor, Bureau of Labor Statistics for the 12-month period ending _____” (CPI-U); and

WHEREAS, for the 12-month period ending _____, the percentage increase in the CPI-U was _____%; and

WHEREAS, the District also conducted a compensation review in _____ of this year, resulting in the revision of salary adjustments to _____ positions; and

WHEREAS, the COLA was approved in _____ by the Budget & Finance Committee and was adopted as part of the _____ budget by the Board in _____; and

WHEREAS, the salary adjustments were approved by the Personnel Committee in _____ and by the Board at its _____ meeting; and

WHEREAS, the salaries of the _____ will not be changed by the COLA this year because of the already significant increase in salary that occurred as a result of the compensation review;

NOW, THEREFORE, the Board of Directors of the Crockett Community Services District resolves that:

1. The _____ Pay Schedule of Wages for the District employees (Attachment _____) is hereby adopted effective _____, _____. The _____ compensation schedule reflects the results of a compensation review conducted in _____, as well as a Cost-of-Living increase of ____% for all employees except the _____.
2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the Crockett Community Service District Board of Directors this ____ day of _____, 20____, by the following vote: