

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting
Agenda for Tuesday, December 17, 2019

TIME: 5:00 PM
PLACE: 850 Pomona Street, Crockett

CALL TO ORDER AND CONSIDER CHANGES TO THE AGENDA:

PUBLIC COMMENTS:

OPEN SESSION:

1. Pay Scale of Wages to be revised by January 1, 2020, form recommendations.
2. Discuss target salary goals for year-round employees based on nearby comparable agencies, form recommendation to staff.
3. Employer obligations in the event of closure due to wildfires and power outages.
4. General discussion of employment issues such as but not limited to employment law, employment policies and procedures, future agenda items, contracts, benefit alternatives 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 / Board of Directors
FROM: General Manager 
SUBJECT: Revise Pay Schedule of Wages Required by January 1, 2020
DATE: December 9, 2019

Effective January 1, 2017, Senate Bill No. 3 went into effect which amended Section 245.5, 246, and 1182.12 of the Labor Code, relating to labor. The law requires increases to the minimum wage annually requiring review of our Pay Scale of Wages. The minimum wage will increase to \$13.00 on January 1, 2020. It will continue to increase \$1 annually until it reaches \$15 in 2022. Once the minimum wage reaches \$15 per hour, it may then be further increased annually by up to 3.5% to account for inflation based upon the national consumer price index.

Employees include exempt, part-time, seasonal, and temporary workers. To ease accounting and best protect the District from liability for unpaid wages and related damages and penalties, the District Board considered it prudent to adjust the Pay Schedule of Wages to meet the minimum wage based on employers with more than 26 employees.

The law also impacts employers with exempt salaried employees. State of California Department of Industrial Relations (DIR) requires that most exempt employees make at least twice the minimum wage on an annual basis. Minimum wage for exempt employee positions will therefore be \$54,080 on January 1, 2020, \$58,240 on January 1, 2021, and \$62,400 on January 1, 2022.

The District's Pay Scale of Wages remains well below other comparable agencies. The Board has taken the position to implement gradual changes to the pay scale as to lessen the cost impact to the public. The Personnel Committee has discussed setting "target" goals based on comparable agencies for hourly and exempt positions, but no formal policy has been developed. The Board last approved an increase, based on annual CPI-U increase, on June 26, 2019.

Management recommends implementing a \$1.00 per hour across the board increase for hourly employee positions. Increased payroll thru FY 19/20 is anticipated to cost \$2,903 born primarily by the REC Dept. Adjustments to the Sanitary Dept. Manager's pay scales is recommended by adjusting Probation and Level 1 steps to keep these positions exempt. Changes to the Assistant Crockett Sanitary Dept. Manager position by increasing steps to Level 5 is recommended. The lower levels of the Event Supervisor position were adjusted down to align with market rate wage for this position. These changes will meet minimum wage requirements of SB 3 and keep the department management positions exempt while balancing cost impacts.

Action Required:

Review attached summary of Pay Schedule of Wages. The Personnel Committee is asked to form recommendations to the Board. The Board should consider recommendation and act on revising the Pay Schedule of Wages by Job Classification.

SALARY SCHEDULE OF WAGES BY JOB CLASSIFICATION
CROCKETT COMMUNITY SERVICES DISTRICT
 (REVISED 12-09-2019 - DRAFT _____ - EFFECTIVE DATE JANUARY 1, 2020)

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	\$7,337	\$7,460	\$7,582	\$7,704	\$7,833	\$7,961	\$8,089	\$8,224	\$8,354	\$8,493	\$8,636	\$8,777	\$8,917	\$9,067	\$9,216
<i>* Monthly salary</i>		Monthly Income= \$7,337 min. \$9,216 max.						Annual Base Full Time Equivalent= \$88,042 minimum \$110,589 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
\$20.31	\$21.65	\$22.31	\$22.98	\$23.64	\$24.31	\$24.98	\$25.64	\$26.32	\$26.97	\$27.64	\$28.31	\$28.97	\$29.64	\$30.30	\$30.97	\$31.64	\$32.30
<i>* Hourly salary, paid bi-weekly</i>		Monthly Income= \$1,407 min. \$2,100 max.						Annual Base Full Time Equivalent= \$45,024 minimum \$67,188 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
\$23	\$4,510	\$4,654	\$4,798	\$4,942	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277	\$7,460	\$7,645	\$7,832
<i>* Monthly salary</i>		Monthly Income= \$4,510 min. \$7,832 max.						Annual Base Full Time Equivalent= \$54,120 minimum \$93,988 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
\$23	\$4,510	\$4,654	\$4,798	\$4,942	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277	\$7,460	\$7,645	\$7,832
<i>* Monthly salary</i>		Monthly Income= \$4,510 min. \$7,832 max.						Annual Base Full Time Equivalent= \$54,120 minimum \$93,988 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					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
\$22.84	\$23.88	\$24.40	\$24.92	\$25.44	\$25.96	\$26.48	\$27.00	\$27.51	\$28.03	\$28.55	\$29.07	\$29.59	\$30.11	\$30.63	\$31.15	\$31.67	\$32.19	\$32.71	\$33.23	\$33.75	\$34.27
<i>* Hourly salary, paid bi-weekly</i>		Monthly Income= \$3,104 min. \$5,580 max.						Annual Base Full Time Equivalent= \$49,661 minimum \$57,378 maximum													

Sanitary Administrative Assistant / Field Assistant - Hourly Position - 0 to 12 hours per week

Probation	Level I								
Per Hour	Step a	Step b	Step c	Step d	Step e				
\$17.12	\$19.72	\$20.76	\$21.28	\$21.80	\$22.32				
<i>* Hourly salary, paid bi-weekly</i>		Monthly Income= \$0 min. \$967 max.				Annual Base Full Time Equivalent= \$41,018 minimum \$46,426 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.

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	\$2,250	\$2,322	\$2,397	\$2,474	\$2,553	\$2,636	\$2,720	\$2,808	\$2,899	\$2,993	\$3,089	\$3,189	\$3,293	\$3,399	\$3,509	\$3,624	\$3,741	\$3,862	\$3,987	\$4,114	\$4,246	
* Monthly salary					Monthly Income= \$2,250 min. \$4,246 max.					Annual Base at 19 hours per week = \$27,002 minimum					\$50,946 maximum							
										Annual Base Full Time Equivalent = \$56,845 minimum										\$107,255 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 ⁽⁴⁾ - Hourly Position, Non-Exempt - Average work load 32 hours per week

* Increase \$173 per month

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
\$20.76	\$22.00	\$22.61	\$23.23	\$23.85	\$24.47	\$25.08	\$25.70	\$26.32	\$26.94	\$27.55	\$28.17	\$28.79	\$29.41	\$30.02	\$30.64	\$31.26	\$31.88
* Hourly salary, paid bi-weekly					Monthly Income= \$3,050 min. \$4,420 max.					Annual Base Full Time Equivalent= \$45,750 minimum					\$66,300 maximum		

(4) Recreation Facilities Manager performs the duties of the Assistant District Secretary when position is vacant.

Event Supervisor - Hourly Position, Non-Exempt - Average work load 16 to 30 hours per week.

* Increase \$130 per mo. DM

* Increase \$69 per mo. KC

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
\$14.52	\$15.30	\$16.08	\$16.86	\$17.64	\$18.42	\$19.20	\$19.98	\$20.76	\$21.28	\$21.80	\$22.32	\$22.84	\$24.40	\$23.88	\$24.40	\$24.92	\$25.44
* Hourly salary, paid bi-weekly					Monthly Income= \$1,989 min. \$3,307 max.					Annual Base Full Time Equivalent= \$31,819 minimum					\$52,905 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															
Per Hour	Step a	Step b	Step c	Step d	Step e											
\$13.48	\$14.00	\$14.52	\$15.04	\$15.56	\$16.08											
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$0 max.					Annual Base Full Time Equivalent= \$29,115 minimum					\$33,440 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					
\$18.50	\$18.75	\$19.25	\$19.75	\$20.25	\$20.75	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50					
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$3,462 max.					Annual Base Full Time Equivalent= \$39,000 minimum					\$48,880 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									
\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00									
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$2,947 max.					Annual Base Full Time Equivalent= \$35,360 minimum					\$41,600 maximum	

Head Lifeguard / Pool Office 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	Step c	Step d	Step e			
\$13.75	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00			
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$2,505	max.	Annual Base Full Time Equivalent=		\$28,600	minimum	\$35,360	maximum

Lifeguard ⁽⁵⁾⁽⁶⁾ - 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			
\$13.25	\$13.25	\$13.40	\$13.55	\$13.70	\$13.85	\$14.00	\$14.15	\$14.30	\$14.45	\$14.60			
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$2,151	max.	Annual Base Full Time Equivalent=		\$27,560	minimum	\$30,368	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								
\$13.00	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60								
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$1,179	max.	Annual Base Full Time Equivalent=		\$27,040	minimum	\$28,288	maximum

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								
\$13.00	\$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=		\$27,040	minimum	\$28,288	maximum

Maintenance Attendant ⁽⁷⁾ - Hourly - 0 to 20 hours per week

Probation	Level I												
Per Hour	Step a	Step b	Step c	Step d	Step e								
\$13.00	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60								
* Hourly salary, paid bi-weekly		Monthly Income=		\$0	min.	\$1,179	max.	Annual Base Full Time Equivalent=		\$27,040	minimum	\$28,288	maximum

(5) Additional .25 on top of Level/Step for each approved advanced certification (ie. WSI etc.) for Lifeguards.

(6) Instructors moving to Lifeguard maintain their same Level/Step resulting in .25 increase for lateral move.

(7) Maintenance Attendant position can be filled by seasonal aquatics employee. Employee will retain the higher of the two rate schedules.



Blogs

Employer Obligations In The Event Of Closures Due to California Wildfires and Power Outages

Labor & Employment Law Blog

By David Kang and Jonathan Judge and Scott Dauscher on 10.14.2019 | Posted in Employee Benefits, Employment Policies, Procedures & Training, Labor and Employment

Natural disasters are something that many don't think about until it's too late, particularly in the context of their business obligations, but as extreme winds, wildfires, and power outages continue to pick up in California, employers should consider what obligations exist as to their employees and employment law.

Sending Employees Home

Reporting time rules require that nonexempt employees who report to work but are given less than half of their usual day's work must be paid for half their usual day's work at their regular rate – at least two hours of pay (but no more than four hours of pay). However, reporting time requirements for nonexempt employees do not apply to certain events outside of the employer's control, such as when operations cannot begin or continue due to threats to employees or property; when public utilities fail to supply electricity, water, or gas, or if there is a failure in the public utilities or sewer system; or when the interruption of work is caused by an Act of God.

An exempt employee must be paid for the full day on a day that they perform any work. In addition, even if a business was shut down for an entire day, an exempt employee must still be paid for the week if they performed any work during that workweek, and was ready, able, and willing to work on the day of the shutdown.

Employees Unable to Come Into Work

If an employer is open for business, an exempt employee's absence caused by transportation difficulties during "severe weather" can be considered an absence for personal reasons. Accordingly, if an exempt employee does not work an employer may require an exempt employee to use accrued vacation or PTO for the full day that he or she fails to report to work. The employer may deduct an exempt employee's salary for the full day (i.e. leave without pay) from the exempt employee's wages only if the exempt employee is unable to get to work at all that day, performs no work at home, and the employee has exhausted all available vacation or PTO – even a partial day of work requires full payment to the employee, as discussed

Employer Obligations In The Event Of Closures Due to California Wildfires and Power Outages

above.

For nonexempt employees, they simply need not be paid for time they have not worked — if they are unable to come into work, they will not be paid.

Conclusion

This broad snapshot demonstrates that even though a natural disaster may be beyond your control, how your business reacts to it is not. Please contact your usual employment counsel at Atkinson, Andelson, Loya, Ruud & Romo if you have questions regarding your liabilities and responsibilities in the possible event of natural disasters that impact the workplace.

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Tags: employees, Exempt Status, Salary Adjustments, time records, wage & hour