

**RESOLUTION NO. 2023-17**

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

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

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

**THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Benito County Water District, that the following employment terms apply for employees in the Management/Confidential/Professional group. This Resolution supersedes and incorporates all prior schedule of benefits for the job classifications listed herein.

**Section 1.0 – Purpose and Application**

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

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

- A. Accountant I
- B. Accountant II
- C. Assistant Engineer (Engineer I)
- D. Associate Engineer (Engineer II)
- E. Deputy District Engineer
- F. Finance Manager
- G. Human Resources/Administrative Analyst
- H. Operations & Maintenance Manager
- I. Senior Engineer (Engineer III)
- J. Supervising Accountant
- K. Water Conservation Program Manager

Temporary and seasonal employees are not covered by this Resolution.

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

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

**Section 2.0 - Salaries**

Effective July 10, 2023, salary schedules for benchmark classifications will be adjusted as follows:

| <b>Class</b>                       | <b>Adjustment</b>                          |
|------------------------------------|--|
| Engineer I (Assistant)             | 10%  |
| Engineer II (Associate)            | 10%  |
| Operations & Maintenance Manager   | 10%  |
| Water Conservation Program Manager | 10% (& Parity with Supervising Accountant) |

\*\*Note: Classifications that were recently brought to market, (Accountant I and II and HR/Administrative Analyst), as well as the Supervising Accountant, Finance Manager, Deputy District Engineer and Senior Engineer, will be excluded from this increase.

Effective July 10, 2023 and during the term of the 2023 MOU, the District will align the salaries of the Accountant I to be 10% below the Accountant II.

Effective July 10, 2023, there will be a three percent (3%) cost of living increase to salary schedules for all classifications covered by this Resolution.

Effective July 8, 2024, there will be a three percent (3%) cost of living increase to salary schedules for all classifications covered by this Resolution.

Effective July 7, 2025, there will be a three percent (3%) cost of living increase to salary schedules for all classifications covered by this Resolution.

The full classification table and salary schedule for Fiscal Years 23/24, 24/25 an 25/26 are reflected in Appendix A.

### **Section 3.0 - Longevity Pay for Tier One Employees**

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

### **Section 4.0 Educational and Technical Certification Incentives**

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

#### **A. Continuing Education incentive**

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

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

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

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

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

#### **B. Technical Certification Incentive**

For employees in the classifications listed below, in recognition of possession of the technical certifications listed below which are not required for the employee's current job classification, the employee will receive the incentive pay listed below, to a maximum of one hundred forty dollars and twenty-five cents (\$140.25) per pay

period, effective the first day of the next pay period through the end of the pay period in which the certification expires.

Technical Certification Pay will be as follows:

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

C. Training and Education Loan Assistance Program

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

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

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

If for any reason the employee separates from District employment prior to repayment of the monies advanced, the entire unpaid amount of the advance will

become immediately due and payable to the District upon the effective date of separation.

### **Section 5.0 Overtime**

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

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

### **Section 6.0 –Health and Welfare Benefits**

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

#### **A. Medical Insurance Contribution**

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

#### **B. Flexible Benefit Plan**

The District maintains a Flexible Benefit Plan that constitutes a cafeteria plan within the meaning of Section 125 of the Internal Revenue Code. The Flexible Benefit Plan allows active employees to pay for actual medical plan premiums or other qualified expenses, on a pre-tax basis. Benefits available through the Cafeteria Plan include, but

are not limited to, health insurance, flexible spending accounts for out-of-pocket medical expenses and dependent care, dental insurance and vision insurance benefits.

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

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

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

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

For 2023, the Tier One Cafeteria Plan amounts are summarized as follows:

| <b>Tier One</b> | <b>2023 Monthly Cafeteria Plan Allowance</b> |
|-----------------|--|
| Opt Out Health  | \$ 1,285                                     |
| Single Party    | \$ 1,385                                     |
| 2 Party         | \$ 1,485                                     |
| Family          | \$ 1,485                                     |

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

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

For 2023, the Tier Two Cafeteria Plan amounts are summarized as follows:

| <b>Tier Two</b> | <b>2023 Monthly Cafeteria Plan Allowance</b> |
|-----------------|--|
| Opt Out Health  | 0  |
| Single Party    | \$ 1,385                                     |
| 2 Party         | \$ 1,385                                     |
| Family          | \$ 1,385                                     |

3. **District Contribution for all Employees On and After January 1, 2024**

Effective January 1, 2024, Tier 2 will be eliminated, and the additional District contribution for each eligible employee enrolled in employee plus family District-provided medical insurance will increase to a total of one thousand seven hundred ninety dollars (\$1,790) per month.

The 2024 Cafeteria Plan amounts are summarized as follows:

| <b>All Employees</b> | <b>2024 Monthly Cafeteria Plan Allowance</b> |
|----------------------|--|
| Opt Out Health       | \$ 1,285                                     |
| Single Party         | \$ 1,385                                     |
| 2 Party              | \$ 1,485                                     |
| Family               | \$ <b>1,790</b>                              |

Effective January 1, 2025, the additional District contribution for each eligible employee enrolled in employee plus family District-provided medical insurance

will increase to a total of one thousand eight hundred seventy-nine dollars (\$1,879) per month.

The 2025 Cafeteria Plan amounts are summarized as follows:

| <b>All Employees</b> | <b>2025 Cafeteria Plan Allowance</b> |
|----------------------|--------------------------------------|
| Opt Out Health       | \$ 1,285                             |
| Single Party         | \$ 1,385                             |
| 2 Party              | \$ 1,485                             |
| Family               | \$ <b>1,879</b>                      |

Effective January 1, 2026, the additional District contribution for each eligible employee enrolled in employee plus family District-provided medical insurance will increase to a total of one thousand nine hundred seventy-three dollars (\$1,973) per month.

The 2026 Cafeteria Plan amounts are summarized as follows:

| <b>All Employees</b> | <b>2026 Cafeteria Plan Allowance</b> |
|----------------------|--------------------------------------|
| Opt Out Health       | \$ 1,285                             |
| Single Party         | \$ 1,385                             |
| 2 Party              | \$ 1,485                             |
| Family               | \$ <b>1,973</b>                      |

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

In order to decline medical coverage through the District and receive alternate benefits, employees must provide attestation and evidence of alternate minimum essential coverage for the employee and all individuals in their tax family on an annual basis during open enrollment.

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



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

C. Dental Benefits

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

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

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

Employees may use the District's contribution to the Flexible Benefits Plan described in Section 6.0(B) to cover part or all of the cost of District-provided dental insurance coverage.

D. Vision Benefits

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

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

Employees may use the District's contribution to the Flexible Benefits Plan described in Section 7.0(B) to cover part or all of the cost of District-provided vision insurance coverage.

E. Optional, Supplemental Insurance Benefits

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

Employees may use the District's contribution to the Flexible Benefits Plan described in Section 6.0(B) to cover part or all of the cost of supplemental insurance coverage.

F. Flexible Spending Arrangement

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

**Section 7.0 – Additional District Benefit Contribution**

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

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

Upon annual election by the employee, an employee may receive one of the following contributions paid on a pay period basis:

- A. A District contribution of two percent (2%) of the employee's salary (calculated as base pay plus longevity pay if applicable); or
- B. Forty (40) hours of vacation leave per year in addition to accrued vacation hours provided herein. Employees who select this option will have their Earned Vacation Accrual Limit extended by forty (40) hours for the year in which this option is selected.

**Section 8.0 - Deferred Compensation (457(b) Plan)**

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

**Section 9.0 – Basic Life Insurance**

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

**Section 10.0 – Retirement**

A. Tier One Pension

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

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

B. Tier Two Pension

For eligible employees who meet the definition of “new member” as set forth in Government Code Section 7522.02(f) the District will provide the CalPERS two percent (2%) at age sixty-two (62) formula retirement plan in accordance with Government Code Section 7522.20, based on the average of three (3) years of employment, in accordance with Government Code Section 7522.32.

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

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

C. Retiree Additional Benefit

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

District Years of Service      Age 55      Age 60      Age 65

|             |          |          |          |
|-------------|----------|----------|----------|
| 10-14 years | \$100.00 | \$130.00 | \$195.00 |
| 15-19 years | \$135.00 | \$180.00 | \$270.00 |
| 20+ years   | \$175.00 | \$232.00 | \$348.00 |

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

**Section 11.0 - Vacation**

A. Vacation Accrual

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

1. Full-Time Employee Accrual Rate and Limit:

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

2. Vacation Accrual for Lateral Hires:

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

B. Vacation Usage

The provisions of Article XVIII, Section 1 of the Personnel Rules will govern accrual and use of vacation, except as outlined in Section 11.0 (A)(1) (including the chart therein) and (2). The minimum amount of vacation to be taken at any one time is one one-quarter (1/4) hour. Vacation may be used in quarter (1/4) hour increments.

C. Vacation Conversion

Earned/Accumulated Vacation may be converted to extra compensation on an hour paid, per hour used basis for the first one hundred twenty (120) hours taken by the end of the conversion evaluation period of each calendar year provided at least eighty (80) hours of vacation have been taken by the end of the conversion evaluation period of that calendar year and eight (8) hours of accrued, unused vacation remains in the employee's bank. An employee will make an irrevocable election of the amount of vacation leave to be converted in December the year before the vacation is earned.

Vacation cash out checks will be made available by the end of the third week of December to employees who have elected cash out the previous December. The conversion evaluation period is defined beginning with the final Pay Period of the prior calendar year<sup>1</sup> through the second to last Pay Period of the current calendar year. The employee has the following options:

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

D. Unused Vacation Payout At Separation

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

**Section 12.0 – Sick Leave**

**A. Accrual of Sick Leave**

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

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

**B. Sick Leave Conversion**

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

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

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

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

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

Sick Leave conversion to extra compensation or contribution to deferred compensation will be subject to the rules, regulations and limitations governing

deferred compensation. Sick leave conversion to vacation will be subject to earned vacation accumulation limits and vacation entitlement limitations.

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

C. Sick Leave on Separation from Employment

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

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

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

An employee, upon retirement, may convert unused Sick Leave that has not been converted to cash payment to added service credit under CalPERS in accordance with CalPERS rules and regulations.

D. Sick Leave Usage

The provisions of Article XVIII, Section 3 of the Personnel Rules will govern accrual and use of sick leave. The minimum amount of sick leave to be taken at any one time is one one-quarter (1/4) hour. Sick leave may be used in quarter (1/4) hour increments.

### **Section 13.0 - Management Leave**

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

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

The minimum amount of management leave to be taken at any one time is one one-quarter (1/4) hour. Management leave may be used in quarter (1/4) hour increments.. Employees are required to use a minimum of forty (40) hours of management leave as time off each year. Any unused management leave at the end of the calendar year and at separation will be automatically cashed out at the employee's base rate of pay plus any longevity pay and incentive pay. The employee may choose to contribute a portion or all of the cashed out management leave to the employee's 457 deferred compensation account at the employee's base rate of pay, subject to the rules, regulations and limitations governing deferred compensation.

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

### **Section 14.0 – Cell Phone Allowance**

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

### **Section 15.0 – Credit Union**

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



**Section 16.0 – Employee Assistance Program**

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

**Section 17.0 – Safety Shoe Reimbursement**

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

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

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

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

Effective January 1, 2021, the District will reimburse employees required to wear safety shoes, upon presentation of receipt, up to two hundred fifty dollars (\$250.00) each calendar year for safety shoe purchases. Effective January 1, 2024, the District will reimburse employees in classifications required to wear safety shoes, upon presentation of receipt, up to two hundred seventy-five dollars (\$275.00) each calendar year for safety shoe purchases.

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

Effective January 1, 2024, the District shall reimburse up to two hundred seventy-five dollars (\$275.00) for each new employee hired in a classification required to wear safety shoes. If an employee resigns within the first six (6) months of employment, the employee will refund the full amount to the District.

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

**Section 18.0 – Prorated Benefits for Part Time Employees**

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

### **Section 19.0 - General Terms**

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

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

As soon as administratively feasible, the Personnel Rules and Regulations will be updated to provide the following changes:

- Overtime will be compensated by pay only, and will no longer be compensated with compensatory time off;
- An employee who receives an "exceptional" overall rating on their performance evaluation may receive a double step increase, subject to the approval of the General Manager.
- Accrued paid leave may be taken in quarter-hour increments.
- Two paid holidays will be added to the holiday schedule: Cesar Chavez Day and Juneteenth.
- Sick leave provided under the California Paid Sick Leave and California Family Rights Act Leave Act to care for an immediate family member, will be permitted to care for a "designated person" in accordance with recent legislation.
- Two additional days of unpaid Bereavement leave will be provided, for which an employee may concurrently use accrued paid leave, in accordance with recent legislation. Immediate family will be defined to include step-grandparents and step-grandchildren.

### **Section 20.0 - Effective Date**

This resolution is effective July 1, 2023, and supersedes any and all prior schedule of benefits for the job classifications listed herein.

**Section 20.0 – Effective Date**

This resolution is effective July 1, 2023 and supersedes any and all prior schedule of benefits for the job classifications listed herein.

PASSED AND ADOPTED by the Board of Directors of the San Benito County Water District this 28th day of June 2023, by the following vote:

AYES: DIRECTORS: Flores, Shelton, Tonascia, Williams and Wright

NOES: DIRECTORS: None

ABSTAIN: DIRECTORS: None

ABSENT: DIRECTORS: None

*(Signature of presiding Board member  
Attested by Board Secretary  
Resolution # 2023-17)*



Sonny Flores  
President

ATTEST:



Joyce Machado  
Manager of Administration, Finance, and Business Services

**Appendix A  
Classification Table**

| <b>Classification</b>                      |
|--|
| Accountant I                               |
| Accountant II                              |
| Assistant Engineer (Engineer 1)            |
| Associate Engineer (Engineer 2)            |
| Deputy District Engineer                   |
| Finance Manager                            |
| Operations & Maintenance Manager           |
| Senior Engineer (Engineer III)             |
| Supervising Accountant                     |
| Water Conservation Program<br>Manager      |
| Human Resources/ Administrative<br>Analyst |

**Salary Schedule (Effective July 2023)**

**Salary Schedule (Effective July 2024)**

**Salary Schedule (Effective July 2025)**

| Classification                     | Full Time | Step A    | Step B    | Step C    | Step D    | Step E    | Step F    | Step G    | Step H    |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Accountant I                       | monthly   | \$ 5,278  | \$ 5,489  | \$ 5,709  | \$ 5,937  | \$ 6,175  | \$ 6,422  | \$ 6,679  | \$ 6,946  |
| Accountant II                      | monthly   | \$ 5,806  | \$ 6,038  | \$ 6,280  | \$ 6,531  | \$ 6,792  | \$ 7,064  | \$ 7,347  | \$ 7,640  |
| Deputy District Engineer           | monthly   | \$ 10,529 | \$ 10,950 | \$ 11,388 | \$ 11,843 | \$ 12,317 | \$ 12,810 | \$ 13,322 | \$ 13,855 |
| Engineer I (Assistant)*            | monthly   | \$ 6,395  | \$ 6,650  | \$ 6,916  | \$ 7,193  | \$ 7,481  | \$ 7,780  | \$ 8,091  | \$ 8,415  |
| Engineer II (Associate)*           | monthly   | \$ 7,060  | \$ 7,342  | \$ 7,636  | \$ 7,941  | \$ 8,259  | \$ 8,589  | \$ 8,933  | \$ 9,290  |
| Engineer III (Senior)*             | monthly   | \$ 8,811  | \$ 9,163  | \$ 9,530  | \$ 9,911  | \$ 10,307 | \$ 10,719 | \$ 11,148 | \$ 11,594 |
| Finance Manager                    | monthly   | \$ 7,519  | \$ 7,820  | \$ 8,133  | \$ 8,458  | \$ 8,796  | \$ 9,148  | \$ 9,514  | \$ 9,894  |
| HR/Administrative Analyst          | monthly   | \$ 6,368  | \$ 6,623  | \$ 6,888  | \$ 7,164  | \$ 7,450  | \$ 7,748  | \$ 8,058  | \$ 8,380  |
| Operations & Maintenance Manager   | monthly   | \$ 8,777  | \$ 9,128  | \$ 9,494  | \$ 9,873  | \$ 10,268 | \$ 10,679 | \$ 11,106 | \$ 11,550 |
| Supervising Accountant             | monthly   | \$ 6,677  | \$ 6,945  | \$ 7,222  | \$ 7,511  | \$ 7,812  | \$ 8,124  | \$ 8,449  | \$ 8,787  |
| Water Conservation Program Manager | monthly   | \$ 6,677  | \$ 6,945  | \$ 7,222  | \$ 7,511  | \$ 7,812  | \$ 8,124  | \$ 8,449  | \$ 8,787  |

\*Professional Engineer Series

Board Approved:

Effective July 10, 2023

| Classification                     | Full Time | Step A    | Step B    | Step C    | Step D    | Step E    | Step F    | Step G    | Step H    |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Accountant I                       | monthly   | \$ 5,437  | \$ 5,654  | \$ 5,880  | \$ 6,115  | \$ 6,360  | \$ 6,614  | \$ 6,879  | \$ 7,154  |
| Accountant II                      | monthly   | \$ 5,980  | \$ 6,220  | \$ 6,468  | \$ 6,727  | \$ 6,996  | \$ 7,276  | \$ 7,567  | \$ 7,870  |
| Deputy District Engineer           | monthly   | \$ 10,845 | \$ 11,278 | \$ 11,729 | \$ 12,199 | \$ 12,687 | \$ 13,194 | \$ 13,722 | \$ 14,271 |
| Engineer I (Assistant)*            | monthly   | \$ 6,586  | \$ 6,850  | \$ 7,124  | \$ 7,409  | \$ 7,705  | \$ 8,013  | \$ 8,334  | \$ 8,667  |
| Engineer II (Associate)*           | monthly   | \$ 7,272  | \$ 7,562  | \$ 7,865  | \$ 8,179  | \$ 8,507  | \$ 8,847  | \$ 9,201  | \$ 9,569  |
| Engineer III (Senior)*             | monthly   | \$ 9,075  | \$ 9,438  | \$ 9,815  | \$ 10,208 | \$ 10,616 | \$ 11,041 | \$ 11,483 | \$ 11,942 |
| Finance Manager                    | monthly   | \$ 7,745  | \$ 8,054  | \$ 8,377  | \$ 8,712  | \$ 9,060  | \$ 9,422  | \$ 9,799  | \$ 10,191 |
| HR/Administrative Analyst          | monthly   | \$ 6,560  | \$ 6,822  | \$ 7,095  | \$ 7,379  | \$ 7,674  | \$ 7,981  | \$ 8,300  | \$ 8,632  |
| Operations & Maintenance Manager   | monthly   | \$ 9,041  | \$ 9,402  | \$ 9,778  | \$ 10,170 | \$ 10,576 | \$ 10,999 | \$ 11,439 | \$ 11,897 |
| Supervising Accountant             | monthly   | \$ 6,878  | \$ 7,153  | \$ 7,439  | \$ 7,737  | \$ 8,046  | \$ 8,368  | \$ 8,703  | \$ 9,051  |
| Water Conservation Program Manager | monthly   | \$ 6,878  | \$ 7,153  | \$ 7,439  | \$ 7,737  | \$ 8,046  | \$ 8,368  | \$ 8,703  | \$ 9,051  |

\*Professional Engineer Series

Board Approved:

Effective July 8, 2024

| Classification                     | Full Time | Step A    | Step B    | Step C    | Step D    | Step E    | Step F    | Step G    | Step H    |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Accountant I                       | monthly   | \$ 5,600  | \$ 5,824  | \$ 6,057  | \$ 6,299  | \$ 6,551  | \$ 6,813  | \$ 7,085  | \$ 7,369  |
| Accountant II                      | monthly   | \$ 6,160  | \$ 6,406  | \$ 6,662  | \$ 6,929  | \$ 7,206  | \$ 7,494  | \$ 7,794  | \$ 8,106  |
| Deputy District Engineer           | monthly   | \$ 11,170 | \$ 11,617 | \$ 12,081 | \$ 12,565 | \$ 13,067 | \$ 13,590 | \$ 14,133 | \$ 14,699 |
| Engineer I (Assistant)*            | monthly   | \$ 6,784  | \$ 7,055  | \$ 7,338  | \$ 7,631  | \$ 7,936  | \$ 8,254  | \$ 8,584  | \$ 8,927  |
| Engineer II (Associate)*           | monthly   | \$ 7,490  | \$ 7,789  | \$ 8,101  | \$ 8,425  | \$ 8,762  | \$ 9,112  | \$ 9,477  | \$ 9,856  |
| Engineer III (Senior)*             | monthly   | \$ 9,347  | \$ 9,721  | \$ 10,110 | \$ 10,514 | \$ 10,935 | \$ 11,372 | \$ 11,827 | \$ 12,300 |
| Finance Manager                    | monthly   | \$ 7,977  | \$ 8,296  | \$ 8,628  | \$ 8,973  | \$ 9,332  | \$ 9,705  | \$ 10,093 | \$ 10,497 |
| HR/Administrative Analyst          | monthly   | \$ 6,756  | \$ 7,027  | \$ 7,308  | \$ 7,600  | \$ 7,904  | \$ 8,220  | \$ 8,549  | \$ 8,891  |
| Operations & Maintenance Manager   | monthly   | \$ 9,312  | \$ 9,684  | \$ 10,072 | \$ 10,475 | \$ 10,894 | \$ 11,329 | \$ 11,783 | \$ 12,254 |
| Supervising Accountant             | monthly   | \$ 7,084  | \$ 7,368  | \$ 7,662  | \$ 7,969  | \$ 8,287  | \$ 8,619  | \$ 8,964  | \$ 9,322  |
| Water Conservation Program Manager | monthly   | \$ 7,084  | \$ 7,368  | \$ 7,662  | \$ 7,969  | \$ 8,287  | \$ 8,619  | \$ 8,964  | \$ 9,322  |

\*Professional Engineer Series

Board Approved:

Effective July 7, 2025