

RESOLUTION NO. 2018-20

**APPROVING SALARY SCHEDULES
FOR ALL MPWD PERSONNEL CLASSIFICATIONS,
EFFECTIVE OCTOBER 1, 2018**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, per Resolution No. 2018-19 dated September 27, 2018, the Board of Directors for the Mid-Peninsula Water District approved a Letter Agreement with the MPWD Employees Association, setting forth the terms and conditions governing salary, benefit and other employment conditions for represented employees, for a 5-year term, commencing on October 1, 2018, and ending on September 30, 2023; and

WHEREAS, in accordance with the terms of the Letter Agreement, and as a result of the Koff & Associates market survey and MPWD Total Compensation Study Report dated August 8, 2018, the salary ranges for MPWD Employee Association personnel classifications should be adjusted effective October 1, 2018, pursuant to the attached Exhibit C-1 to the MPWD Compensation Plan – Salary Schedule for Represented Employees; and

WHEREAS, the General Manager has also determined that the salary ranges for the unrepresented personnel classifications of MPWD Administrative Services Manager and Operations Manager should also be adjusted effective October 1, 2018, as a result of the Koff & Associates MPWD Total Compensation Study Report dated August 8, 2018, and pursuant to the attached Exhibit C-2 to the MPWD Compensation Plan – Salary Schedule for Unrepresented Employees – Management Exempt; and

WHEREAS, the maximum salary for each classification represents median total compensation as a result of the market survey and study.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that effective October 1, 2018, the Salary Schedule for the Represented Employees – MPWD Employee Association (Exhibit C-1 to the MPWD Compensation Plan) is hereby approved; and

BE IT FURTHER RESOLVED that effective October 1, 2018, the Salary Schedule for Unrepresented Employees – Management Exempt (Exhibit C-2 to the MPWD Compensation Plan), is hereby approved.

PASSED AND ADOPTED this 27th day of September 2018.

AYES: *Director Vella, Linvill, Stuebing, Warden*

NOES: *Ø*

ABSENCES: *Director Zucca*

ABSTENTIONS: *Ø*



PRESIDENT, BOARD OF DIRECTORS

ATTEST:



SECRETARY OF THE BOARD



EXHIBIT C-1

***REPRESENTED EMPLOYEES –
MPWD EMPLOYEE ASSOCIATION***



SALARY SCHEDULE – Effective October 1, 2018

PERSONNEL CLASSIFICATION	FY 2022/2023 SALARY RANGE	FY 2021/2022 SALARY RANGE	FY 2020/2021 SALARY RANGE	FY 2019/2020 SALARY RANGE	MARKET MEDIAN FY 2018/2019 SALARY RANGE
Accountant					\$6,496 - \$8,444/Month \$77,947 - \$101,331/Year
Administrative Assistant					\$4,712 - \$6,126/Month \$56,544 - \$73,508/Year
Administrative Specialist					\$5,465 - \$7,104/Month \$65,574 - \$85,246/Year
Lead Operator					\$5,885 - \$7,650/Month \$70,616 - \$91,801/Year
Maintenance Technician					\$4,597 - \$5,976/Month \$55,165 - \$71,715/Year
Operations Supervisor					\$7,721 - \$10,038/Month \$92,654 - \$120,451/Year
Water System Operator					\$5,201 - \$6,762/Month \$62,414 - \$81,139/Year



EXHIBIT C-2

***UNREPRESENTED EMPLOYEES –
MANAGEMENT EXEMPT***



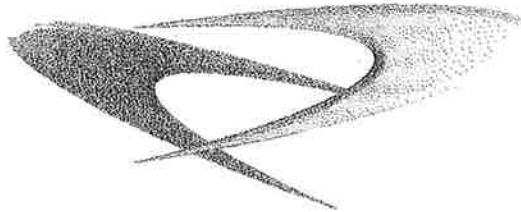
UNREPRESENTED EMPLOYEES - MANAGEMENT EXEMPT

SALARY SCHEDULE – Effective October 1, 2018

PERSONNEL CLASSIFICATION	FY 2022/2023 SALARY RANGE	FY 2021/2022 SALARY RANGE	FY 2020/2021 SALARY RANGE	FY 2019/2020 SALARY RANGE	MARKET MEDIAN FY 2018/2019 SALARY RANGE
Administrative Services Manager					\$9,643 - \$12,536/Month \$115,713 - \$150,426/Year
Operations Manager					\$9,643 - \$12,536/Month \$115,713 - \$150,426/Year

Mid-Peninsula Water District

Salary Plan



Adopted: March 23, 2006
Resolution: 2006-5
Amended October 22, 2009
Resolution: 2009-10

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Section I

Introduction

The Mid-Peninsula District's Salary Plan is designed to provide fair and comparable salaries to the employees of the District. Salary surveys will be periodically commissioned to insure that the wages paid are competitive with similar utilities and private agencies.

Section II

Compensation Plan

SCOPE: To establish a procedure of eligibility for salary increases and maintain a competitive salary structure.

GENERAL: The objectives of this program are as follows:

- A. Reward employees based on their performance and achievements.
- B. Provide wages that are competitive with comparable jobs within the community.
- C. Encourage the growth of employee's skills.
- D. Attraction and Retaining

PROCEDURE:

- A. All full-time and part-time employees will be paid within an established salary range (see Section 3, Table 1). Salary reviews will be given at the completion of six (6) months of employment and annually thereafter.
- B. Employees will be granted increases based on merit within a defined salary range. Increases will be based on the following performance-based ranges.

Consistently Exceed Expectations	5.0% to 5.5%
Exceeds Expectations	3.0% to 4.9%
Meets Expectations Successfully	1.0% to 2.9%
Needs Improvement	0% to 1.0%
Unsatisfactory	0%

- C. Salary range will be set by Board of Directors and will be reviewed periodically.

Section III

Monthly Salary Range

Table 1

Classification	Abbreviation	Step 1	Step 2	Step 3	Step 4	Step 5
Maintenance Superintendent	MS	6,519	6,845	7,188	7,547	7,924
Administrative Service Manager	ASM	5,364	5,632	5,913	6,209	6,519
Engineering Technician	M&RS	4,984	5,233	5,494	5,769	6,058
Pump/Regulator Specialist	P&RS	4,520	4,746	4,984	5,233	5,494
Mechanic	M	4,984	5,233	5,494	5,769	6,058
Maintenance Foreman	MF	4,520	4,746	4,984	5,233	5,494
Customer Service Representative	CSR	3,630	3,812	4,002	4,203	4,413
Maintenance Worker	MW	4,002	4,203	4,413	4,633	4,865

Section IV

Performance Plan and Review

SCOPE: To establish a consistent, equitable, and measurable system to provide performance based planning and evaluation.

GENERAL: The objectives of this program are as follows:

- A. Let the employee know:
 - 1. what is expected; and
 - 2. how expectations are being met; and
 - 3. ways to improve and enhance performance.
- B. Establish a written record of employee accomplishments, future work expectations, and career goals.
- C. Provide the management tool of objective performance based planning and review.

PROCEDURE:

- A. Employees will be evaluated using the Performance Criteria Form at the following times during their tenure at the Mid-Peninsula Water District:
 - 1. bi-monthly during the six (6) month introductory period; and
 - 2. at the end of the introductory period; and
 - 3. at the semi-annual performance review; and
 - 4. at annual salary and annual performance reviews; and
 - 5. at any promotion; and
 - 6. at any demotion; and
 - 7. during a Special Review which may be performed at any time.
- B. At the beginning of the Appraisal Period, the Managers/Superintendent and employee should meet to discuss the employee's responsibilities and to record the goals the employee will be striving to achieve during the forthcoming Appraisal Period.

- C. During the Appraisal Period, the employee and Managers/Superintendent should meet whenever it is appropriate to review progress, discuss ways to improve, and agree on changes that may be needed in direction or responsibility as appropriate.
- D. At the end of the Appraisal Period, the Managers/Superintendent should evaluate and rate the employee's overall performance. The Managers/Superintendent shall also record the employee's key strengths as well as areas where improvement could be a significant influence on the employee's future performance.
- E. Effective July 1, 2006, salary ranges were increased per the salary survey performed by Koff and Associates to the Market Median. It is anticipated that the salary ranges will be re-evaluated in 2010.
- F. If an employee does not receive an increase, due to poor performance, an increase can be given during the next appraisal Period if, in the Managers/Superintendent opinion, performance has improved to acceptable standards. In that event, future increases will be considered on an annual basis from the effective date of the increase.
- G. Managers/Superintendent will recommend salary increases based on employee performance. To be effected, recommended salary increases must be approved by the General Manager
- H. An employee will be granted five percent (5%) Additional Duty Pay (ADP), for a maximum of twelve (12) months, when an employee is in training for a position of a higher classification.
- I. District employees at the highest numerical step of his or her Monthly Salary Range may receive an annual lump sum payment based on merit, as reflected in the employee's annual performance review. The payment shall be determined by the established performance-based ranges as

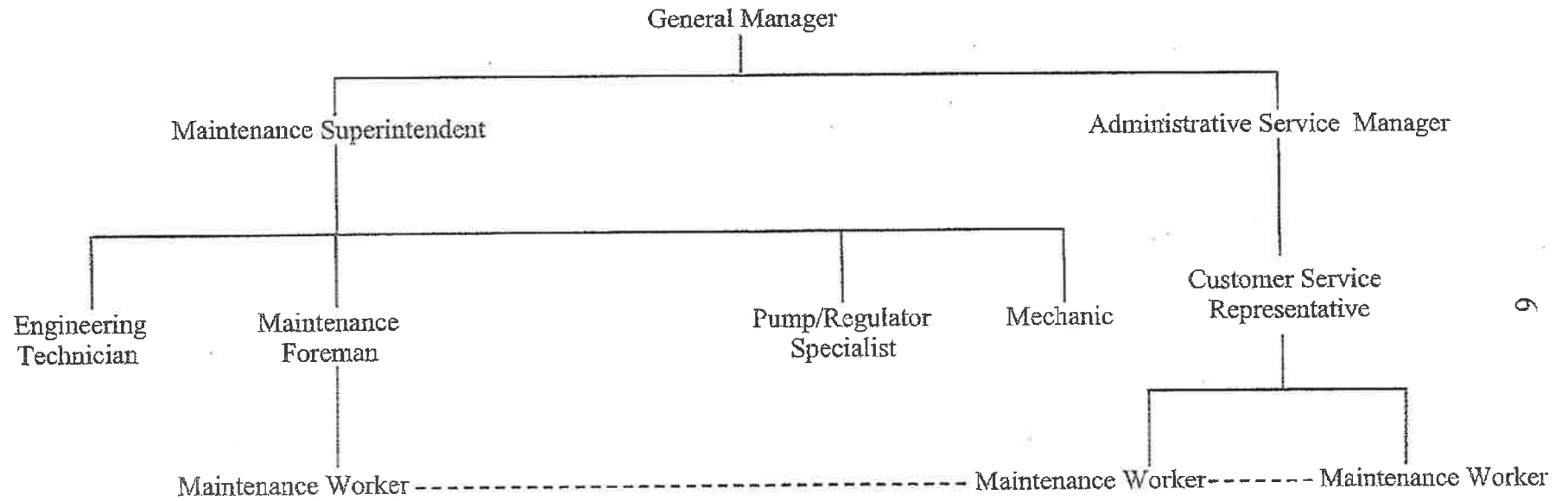
set forth in Section II of the Salary Plan (under Procedure, Part B) and provided to the employee on or near his or her annual salary review date. This payment will not increase the employee's base rate of pay or otherwise affect the employee's benefits and compensation.

Section V

Definitions of Performance Ratings

- A. *Consistently Exceeds Expectations* The employee far exceeds the job standards. The employee is an outstanding producer. The employee turns in peak performance. The employee is an extremely accurate worker and rarely makes errors. The employee has a full understanding of the relationship and duties of related jobs. The employee is extremely dependable in his or her performance, including non-routine assignments.
- B. *Exceeds Expectations* The employee performs above standards considerably. The employee is consistently an above average producer. The employee organizes all work assignments well. The employee's work is consistently well done with a minimal amount of direction. The employee is consistently dependable in accomplishing job assignments and requires a minimum of supervisory follow-up.
- C. *Meets Expectations Successfully* The employee meets all job standards. The employee's output is consistent with job standards on most assignments. The employee's work assignments are consistent with quality standards with a minimum amount of error. The employee may require assistance on non-routine assignments. The employee fulfills responsibilities and follows instructions with limited supervision.
- D. *Needs Improvement* The employee performs below standards sometimes. The employee requires more than normal supervision to complete assignments and occasionally fails to meet standards. The employee requires additional counseling, training, and experience to meet standards in some areas of job assignments. The employee can't be counted on to fulfill responsibilities. The employee must improve performance to an effective level within a defined period.
- E. *Unsatisfactory* The employee frequently performs below standards. The employee organizes assignments poorly and seldom meets specified quantity or quality standards on work assignments. The employee is limited to the most basic assignments. The employee is unreliable, does not respond to counseling and training efforts. The General Manager may choose to enforce an alternative measure of counseling, such as demotion, suspension, reduction in pay or termination to correct deficiencies in employee performance.

Organizational Chart



Section VII

Job Descriptions

The General Manager reviews the District's Job Descriptions annually and may add, delete, or update some or all of the descriptions, as needed, due to changes in the District's activities, needs, policies, or to modernize the language to meet current standards.

This section contains descriptions for all existing employee positions as follows:

Maintenance Superintendent
Administrative Service Manager
Engineering Technician
Pump/Regulators Specialist
Mechanic
Maintenance Foreman
Customer Service Representative
Maintenance Worker



REPRESENTED EMPLOYEES – MPWD EMPLOYEE ASSOCIATION

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