



TAMALPAIS COMMUNITY SERVICES DISTRICT
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RESOLUTION NO. 2022-30

**A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT
ADOPTING AMENDMENT TO PERSONNEL POLICIES REGARDING ACTING PAY
AND STANDBY PAY**

WHEREAS, the Tamalpais Community Service District (TCSD) will from time to time amend its personnel policies; and

WHEREAS, TCSD has established Emergency Call-Back provisions for full-time employees; and

WHEREAS, TCSD would like to establish provisions for Acting Pay and Standby Pay; and

WHEREAS, revisions to TCSD personnel policies are required to be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Tamalpais Community Services District does hereby amend the following sections of the personnel policy effective October 1, 2022 and authorizes the General Manager to do everything necessary and appropriate to incorporate the revisions into the personnel policies:

Amend and restate the title:

P 116.03 Overtime, Comp Time, Acting Pay, Standby Pay, & Call-back

Add the following sections to P116.03:

6. Acting Pay.

An employee assigned by the Assistant General Manager or General Manager or his or her designated representative to perform the duties of higher level classifications on an "acting" basis shall, after ten (10) consecutively scheduled work days, receive "acting" pay which shall be computed at the lowest step of the higher classification; provided, however, that such salary shall not be less than five percent (5%) more than the employee's current salary. Such "acting" pay to be retroactive to the first day the employee performed the duties of the higher classification.

7. Standby Pay.

An employee assigned by the Assistant General Manager or General Manager to standby duty shall receive 2 hours straight time pay for each weekday (Monday – Friday) assigned standby duty. An employee assigned by the Assistant General Manager or General Manager to standby duty shall receive 4 hours of straight time pay when assigned standby duty on a Saturday, Sunday or recognized District holiday. Under normal circumstances, the District will attempt to give no less than two (2) work days' notice of assigned standby and, once assigned, no less than two (2) work days' notice of cancellation of standby; it being understood that circumstances beyond the District's control may result in less than two (2) work days' notice being given.

Wastewater workers on standby duty are expected to report to work no more than 60 minutes after being called in (under normal traffic and safe driving conditions).

(Please note: Standby Pay is in addition to Emergency Call-Back compensation)

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 12th day of October, 2022 by the following vote:

AYES: ⁵ S. Bartschat, J. Brown, J. Jacobs, S. Levine, M. McMahon

NAYS: 0

ABSENT: 0

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District