

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
November 30, 2017

The Personnel Committee of the Mt. View Sanitary District convened a duly Noticed Committee Meeting at the Mt. View Sanitary District Conference Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California on November 30, 2017 at 10:04 a.m.

1. ROLL CALL OF DIRECTORS

PRESENT: Director Elmer "Al" J. Schaal, Chair Gregory T. Pyka

ABSENT: None

Also Present: STAFF – District Manager Neal B. Allen and Assistant District Manager Lilia M. Corona, Operator II Keith Raynor, Operator II Mark Gonzalez

PUBLIC: None

2. PUBLIC COMMENT

None

3. OLD BUSINESS

A. EMPLOYEE COMPENSATION – OPERATIONS STANDBY/ON-CALL PAY

1. RECEIVE REPORT FROM STAFF

At the previous November 2, 2017 Personnel Committee Meeting, the Committee provided direction for staff to investigate and present information on the standby pay provided by the comparison agencies as specified in Policy 3110, section 3110.2.1. District Manager Allen presented this information in the staff report with attached spreadsheet. The spreadsheet provides a comparison of standby pay for Operations staff, Mechanics staff and Collections staff. In summary, the MVSD Operator's counter proposal of 2 hours straight time on weekdays and 3 hours straight time for weekend days and holidays falls at 3% over median of the comparison agencies Operations staff standby pay. Having performed this analysis, District Manager Allen believes that the counter proposal from the MVSD Operator's is appropriate and competitive and therefore should be considered by the Board as a guideline for increasing standby pay.

The current standby pay became effective on July 1, 2008. The District has not reviewed or increased standby pay since that time.

District Manager Allen's support for the proposed standby pay increase is subject to the following policies:

- Unless approved by the District Manager, no more than two employees will receive standby pay at any given time.
- The Call Out and Call Back policy pay should be revised as specified in the presented staff report.

Dir. Schaal asked if the standby pay increase would have an impact on the District pension liability. District Manager Allen assured him that it would not.

2. PROVIDE DIRECTION

The Committee agrees that the requested increase is within the industry standard and appears warranted. Committee Chair Pyka indicated that although using the straight time hourly rate to establish the appropriate standby weekly rate is useful, the standby rate should be a flat rate, and not automatically increased as salaries increase. The standby pay should be reviewed periodically, just as salaries are during the salary surveys. As such, the Committee agreed that establishing a flat standby rate for each of the Operator levels (Operator In Training, Operator I and Operator II) could be done by using the Step 5 rate for each of the positions and the Operator's counter proposal. The resultant flat standby rates would be:

- Operator In Training: \$450/week
- Operator I: \$545/week
- Operator II: \$682/week

The different tiers of standby pay provide incentive to Operations staff to increase their Wastewater Operator Grade levels. The Committee specified that standby pay should be reviewed at the same frequency as salaries, per District policy.

Operators Raynor and Gonzalez thanked the Committee for considering the Operations counter proposal again and speaking for all the Operators are content with the direction provided.

5. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON DECEMBER 14, 2017, AT 6:30 P.M.

Business concluded; the meeting was adjourned by Chair Pyka at 10:47 a.m.

Lilia M. Corona, Assistant District Manager