



# Santa Clara Valley Water District

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**File No.:** 22-1368

**Agenda Date:** 11/22/2022

**Item No.:** 3.8.

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## BOARD AGENDA MEMORANDUM

### **SUBJECT:**

Adopt a Resolution to Adopt Changes to Salary Schedule for Fiscal Year 2023.

### **RECOMMENDATION:**

Adopt the Resolution to ADOPT CHANGES TO SALARY SCHEDULE FOR FISCAL YEAR 2023.

### **SUMMARY:**

Board approval of the Employees Salary Schedule serves the following purpose:

1. Compliance with state law which requires that the governing body of a public agency formally approve salary schedules for all employees and make them available for public review;
2. Updates and makes current the salary schedule for Santa Clara Valley Water District (Valley Water) for Executive employees; and
3. Updates and makes current the salary schedule for the three Board Appointed Officers.

### **Compliance with State Legal Requirement**

Approval of the Employee Salary Schedule by the Board of Directors is required under Title 2 California Code of Regulations, section 570.5 and its requirement of a publicly available pay schedule approved by a public body for all employee classifications. Under this requirement, the amount of "compensation earnable" for purposes of calculating retirement benefits is limited to the amount listed on a pay schedule meeting the following requirements:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the pay-rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bimonthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet

website;

- (6) Indicates an effective date and date of revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the pay rate.

CalPERS has stressed that all eight of these requirements must be met in a single salary schedule for each member's pay.

### **Salary Range Adjustments**

#### 1. Classified Employees

The attached Salary Schedule reflects updates that were approved by the Board of Directors in June 2022 reflecting the negotiated salary increases for classified employees covered by the three labor MOUs. There are no changes to these ranges.

#### 2. Executive Employees/BAOs

The attached salary schedule reflects updated salary ranges for Executive employees and Board Appointed Officers (BAOs). These salary range adjustments were made in accordance with the Salary Structure for Unrepresented Employees approved separately on November 22, 2022, in Resolution presented in Item 3.7. There will be no salary increases due to the updated salary ranges except for two Executive employees whose salary fall below the minimum of their salary range. An adjustment will be made to bring these two incumbent's salaries to the minimum of the range.

Despite any update of the salary ranges, the Board must establish any changes to the actual salaries of the BAOs through separate action and amendments of their respective employment contracts. In short, approval of the updated salary schedule alone does not modify the BAO salaries.

The resolution and salary schedule will be set forth in a supplemental memorandum to be distributed on Friday, November 18, 2022.

### **ENVIRONMENTAL JUSTICE IMPACT:**

There are no Environmental Justice impacts associated with this item.

### **FINANCIAL IMPACT:**

The estimated net impact of the changes to the Salary Schedule for Unrepresented Employees only is \$4,854.00. This is the annual cost of adjusting two Executive Employee's salaries to the minimum of their salary range.

**CEQA:**

The recommended action does not constitute a project under CEQA because it does not have the potential for resulting indirect or reasonably foreseeable indirect physical change in the environment.

**ATTACHMENTS:**

None.

**UNCLASSIFIED MANAGER:**

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