



Santa Clara Valley Water District

File No.: 17-0360

Agenda Date: 11/28/2017

Item No.: 3.1.

BOARD AGENDA MEMORANDUM

SUBJECT:

Resolution of the Board of Directors of the Santa Clara Valley Water District Adopting Employee Salary Schedule - Effective June 19, 2017.

RECOMMENDATION:

Adopt a resolution ADOPTING EMPLOYEE SALARY SCHEDULE EFFECTIVE JUNE 19, 2017.

SUMMARY:

Board approval of the Employee Salary Schedule serves the following three purposes:

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 District employees covered by labor Memorandum of Understandings; and
3. Updates and makes current the salaries 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 any 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

The District has negotiated salary increases for employees covered by the three labor MOUs. The bargaining groups, Employees Association, Engineers Society, and the Professional Managers Association received their scheduled raise of 3% effective Payroll Period 14. The attached salary schedule includes the 2017 negotiated increases for employees covered by the three MOUs as stated below:

Years	Represented Employees
	Per MOU
2015	3.00%
2016	3.00%
2017	3.00%

The attached salary schedule also reflects updated salary ranges for the Board Appointed Officers (BAOs) and Unclassified employees. These salary range adjustments for the BAOs effective June 19, 2017 were made based in part upon the April, San Francisco, CPI-U and a compensation study conducted by Koff & Associates for benchmarked classifications in thirteen comparator agencies. The salary range adjustments for the Unclassified employees reflects a 2016 COLA as set forth below.

Annually adjusting employee compensation based on increased cost of living is a common practice in the public-sector labor market. On July 1, 2016, all represented staff received a 3% COLA increase and all Unclassified staff received an increase of 2.7% COLA consistent with the April 2016 San Francisco CPI-U. However, the District never formally took the required steps necessary to provide the three BAOs a COLA in 2016. Therefore, on August 22, 2017, the Board approved a 2.7% increase to the 2016 salaries of the Clerk of the Board and the District Counsel retroactive to July 1, 2016, and set new salaries for the Clerk of the Board and District Counsel effective June 19, 2017. On August 22, 2017, the Board also appointed Norma Camacho as the Chief Executive Officer and set her new salary effective that date.

With the exception of the Chief Executive Officer, the salary adjustments reflected in the updated Salary Schedule will be effective as of Payroll Period 14. This pay-period begins on June 19th and ends on July 2nd thus including the start of the Fiscal Year of July 1st. The Chief Executive Officer's adjusted salary took effect on August 22, 2017.

The attached salary schedule also includes the titles of new classifications and their respective salaries to comply with 2.CCR 570.5 which requires the District salary schedule to include the titles

of every employee position, payrates for each position and the time base for each payrate.

This Board action, if approved, does not seek to set any new salaries or salary ranges and is strictly intended to seek Board approval, make public the salaries already in-effect, and to comply with CalPERS requirements.

FINANCIAL IMPACT:

The current action serves to formally approve the Employee Salary Schedule. All current salaries are reflected in the District's adopted budgets.

CEQA:

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

ATTACHMENTS:

Attachment 1: Resolution of the Directors of the Santa Clara Valley Water District Adopting Employee Salary Schedule Effective June 19, 2017

UNCLASSIFIED MANAGER:

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