

EXTENSION OF EXISTING MEMORANDUM OF UNDERSTANDING

as between

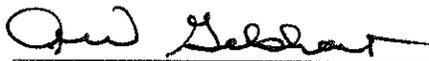
FALLBROOK PUBLIC UTILITY DISTRICT

and

FALLBROOK PUBLIC UTILITY DISTRICT EMPLOYEES' ASSOCIATION.

- 1) Term – This Extension of existing Memorandum of Understanding is entered into by Fallbrook Public Utility District (“FPUD”) and Fallbrook Public Utility District Employees’ Association (“FPUDEA”), as a mutual recommendation to the Board of Directors of FPUD of those wages, hours and conditions of employment which are to be in effect during the period 12:01 a.m. on July 1, 2018, through 12:00 p.m. on June 30, 2019, for those employees working in non-exempt classifications.

- 2) The parties agree there are no changes to any formulae, terms and conditions detailed in the Memorandum of Understanding, dated July 1, 2015 through June 30, 2018, incorporated by reference, unless specifically provided for hereinabove.



FPUD Board of Directors



FPUDEA

7/25/18

Date

7/3/18

Date

MEMORANDUM OF UNDERSTANDING

between the

FALLBROOK PUBLIC UTILITY DISTRICT

and the

**FALLBROOK PUBLIC UTILITY DISTRICT
EMPLOYEES' ASSOCIATION**

July 1, 2015 through June 30, 2018

**MOU BETWEEN FPUD AND FPUDEA
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Payscale for the term of this MOU, July 1, 2014 through June 30, 2018 are attached as Exhibits A1 through A12.

1. TERM

This Memorandum of Understanding is entered into by FPUD and FPUDEA, as a mutual recommendation to the Board of Directors of FPUD of those wages, hours, and conditions of employment which are to be in effect during the period 12:01 a.m. on July 1, 2015 through 12:00 p.m. on June 30, 2018 for those employees working in non-exempt classifications.

2. APPOINTMENT TO POSITIONS

Because of the nature of the District's organization and operations, and the potential for adverse impacts on supervision, safety, security and morale, the hiring of related persons (definitions below) is not permitted without the approval of the General Manager.

For the purpose of this policy, a related person is defined to be spouse, parents, children, brothers, sisters, adopted children, grandparents, aunts, uncles, nieces, nephews, cousins, mother-in-law, father-in-law, brother-in-law, sister-in-law, step children, step parents, and domestic partners.

A related person may be hired if they do not work in the same department, one is not under the direct or indirect supervision of the other, and neither occupies a position which has influence over the other's employment, promotions, or salary administration.

3. PROBATIONARY EMPLOYEES

All personnel initially hired to fill authorized positions are placed in a probationary status for a minimum of six months and a maximum of twelve months of actual and continuous service. Periods of time on unpaid leave exceeding five (5) days (consecutive or not) excluding District holidays, shall automatically extend the probationary period by that number of days the employee is on leave. The probationary period is still part of the selection process for employees. During this period, the employees are terminable at will and without notice. The initial salary at time of hire will be determined by the General Manager based on the qualifications of the prospective employee. This initial salary during the probationary period may be at a lower range than the range indicated in the job classification. The appointing authority may, at any time after the six month minimum probationary period, change the employee's status to regular. Fringe benefits (except for holidays and PERS which are paid from the hire date) apply as follows: Medical, dental, vision, EAP, life insurance, and long term disability insurance take effect the first of the month following the hire date. Vacation and sick leave accruals take effect on the date of hire. As a recruitment incentive, the General Manager may offer a vacation leave bank not to exceed 40 hours during the probationary period for positions requiring certifications and/or college degrees. If a probationary employee terminates employment prior to achieving regular status, any balance remaining as vacation leave will be paid at the current hourly rate at the time of termination. If a probationary employee terminates employment prior to achieving regular status, any balance remaining as sick leave will be paid at 50% of the accrual balance at the current hourly rate at the time of termination.. Leave taken in excess of five days during probation will increase the probationary period by the same amount of days. However, the probationary period will not extend past 12 months.

4. SALARY SCALE

- a. The District will implement the pay scales that were recommended after an independent salary survey was conducted by Koff and Associates and reviewed in fiscal year 2014/15. These pay scales for each fiscal year of this MOU are attached as Exhibits A1 through A12.
- b. Employees will be placed on the Koff survey pay ranges effective their grade/step as of June 30, 2015 and then the COLA would be applied so all employees will receive at least a 2% COLA increase effective July 1, 2015. (See Section 5. "Cost of Living Adjustments). Employees are still eligible for merit increases or longevity bonuses.
- c. 10-step plan, 2-1/2% for each step, with the option for supervisors to recommend two step increases based on an overall performance rating of "exceeds requirements":
One-step salary increases (A through J) for overall rating of "meets requirements" meritorious performance and two-step salary increases for overall rating of "exceeds requirements" meritorious performance, which will be considered on employee's anniversary date each year, are based on performance substantiated by written Supervisor's evaluations and recommendations, and approved by the General Manager or his designated representative. If an employee has been promoted to a job outside of their current series, the anniversary date for performance appraisals will become the date of the promotion. If an employee is on leave in excess of four continuous weeks during their performance appraisal period of 12 months, the performance appraisal date will be extended for the same amount of time as the leave that was in excess of four weeks and that date will remain the annual performance appraisal date, notwithstanding any promotions or additional leaves. All employees will be evaluated and counseled annually on such job related issues as listed in each classification's performance appraisal form and such other matters as may be determined by a supervisor or management. Employees not recommended for step increases shall be advised of specific work performance improvements required and a remediation plan developed in consultation with the employee. The General Manager is authorized to grant exceptions to the above step increase requirements for exceptional meritorious performance.
- d. Employees may appeal overall performance ratings of "does not meet requirements" reviews to the General Manager IF the review may result in lack of step increase (denial of step/merit increase.) This appeal is not part of the grievance process and the decision of the General Manger is final. In order to be eligible to appeal an overall "does not meet requirements" rating, the employee must have completed the employee pre-appraisal form in accordance with the Performance Appraisal Process rules.

5. COST OF LIVING ADJUSTMENTS

Cost of living adjustments (“COLA”) to employee salaries during the three year term shall be as follows:

- a. 2%-effective July, 12015
- b. 2%-effective July 1, 2016
- c. 2%-effective July 1, 2017

6. CERTIFICATION BONUSES

An educational incentive program is available to those employees who achieve required Water Treatment Operator, Water Distribution Operator, AWWA Backflow Prevention Device Inspection and Testing, Cross-Connection Program Specialist, Wastewater Treatment, Collection System Maintenance, Laboratory Technologist, Mechanical Technologist, Environmental Compliance Inspector, and/or Electrical/Instrumentation Technologist Certification through off-duty efforts. Some positions require certification to achieve the target salary range. An educational incentive program is also available to those employees who are designated a Geographic Information Systems Professional (GISP) by the GIS Institute through off-duty efforts if the employee's classification requires them to participate in GIS functions, Certified Crane Operators by the National Commission for the Certification of Crane Operators through on-duty or off-duty efforts if the employee's classification requires them to operate cranes and employees who hold a Class 6G certified pipeline welding certification from an accredited school through off-duty efforts if the employee's classification requires them to weld. Employees (other than the Welding Technician) who hold the GISP, the Crane Certification or Class 6G pipeline welding certification and meet the requirements above, will be eligible for a 2.5% grade level increase in addition to any other increases available for their classification. Salary ranges and certification requirements are shown at the end of each job classification (*in Appendix A of the FPUD Personnel Regulations.*) All employees are encouraged to take the required courses at nearby community colleges that qualify them to take the tests for such certificates. The District will reimburse employees for the cost of exams for Distribution, Treatment, Backflow Prevention, Cross-Connection Program Specialist, Wastewater Treatment, Collection System Maintenance, Laboratory Technologist, Mechanical Technologist, Environmental Compliance Inspector, and/or Electrical/Instrumentation Technologist Certification for those levels of certification required within the District. Positions that do not require specific certification are eligible to receive a one-time increase to the next salary range upon notification of said certification. These salary adjustments shall be in addition to the annual salary step raises they are eligible for (*as outlined in Section 11.5, paragraph (b) of the FPUD Personnel Regulations.*) Associate of Arts and Certificates in Water Technology or Wastewater Technology can be used for "OTHER" certification in those classifications with that designation option. All renewal fees will be paid by the District. Mandatory membership fees for certification holders will be paid by the District. Continuing education unit fees will be paid by the District and District time will be made available for the training of employees whose classifications require Distribution and Treatment certification. In-house training required by the State for continuing education units will be on District time and paid by the District for all certifications. District approved external training required by the State for continuing education units will be on District time and paid by the District for required certifications only.

7. LONGEVITY

"Longevity", a continuous unbroken employment time, is not a part of the salary structure. However, the General Manager is authorized to award a merit performance bonus of 2.5% of current gross annual pay, or five hundred dollars, (\$500.00), whichever is greater, to each of those employees who meet the following eligibility requirements:

- ten years of continued uninterrupted service in the same job classification, or 15 years of continuous uninterrupted service, and
- exhausted eligibility for promotion within the series, and
- exhausted eligibility for step increases within the series (hourly wage is at the "J" step).

All employees who meet the aforementioned eligibility requirements must be rated as "exceeds requirements" for their overall work performance during the previous rating year.

The following factors determine whether such bonuses are justified:

(1) Possession of all required certifications and licenses

The longevity bonus will be divided by annual work hours and added to the regular hourly rate prior to calculating the overtime rate.

8. SALARY SURVEY

FPUDEA reserves the right to request a meet and confer with FPUD no later than September 30, 2017 to discuss the need for a salary survey for the successor MOU effective July 1, 2018.

9. TEMPORARY PROMOTIONS

When the following supervisory positions are vacant for more than one day, for any reason, temporary promotions may be effected by the General Manager, starting on the first day, in recognition of the responsibility inherent in these positions. The person so temporarily promoted will receive a salary increase of: 6 ranges (15%) or the amount the temporarily promoted employee would earn if they were promoted into the vacant position, whichever is less.

Eligible Supervisor Positions: Operations Manager (currently unfilled), Administrative Services Manager/Treasurer, Collection Supervisor, Construction/Maintenance Supervisor, System Service/Shop Supervisor, Engineering Supervisor, System Operations Manager, Chief Plant Operator, Warehouse Supervisor and Assistant General Manager.

Temporary promotions to Acting System Operator may be necessary from time to time, on an hourly or daily basis, and will be at the discretion of the Assistant General Manager. Only employees who hold State of California Water Treatment Operator, Grade II or higher certification are eligible. The person so temporarily promoted will receive a salary increase of 4 ranges (10%) but in no way will they exceed the System Operations Manager rate of pay. The designated Acting System Operator will sign an agreement agreeing to wages and hours of work.

Temporary promotions to Acting Plant Operator may be necessary from time to time and will be at the discretion of the Assistant General Manager. Only employees who hold State of California Wastewater Treatment Operator, Grade II or higher certification are eligible. The person so temporarily promoted will receive a salary increase of 4 ranges (10%) but in no way will they exceed the Chief Plant Operator rate of pay. The designated Acting Plant Operator will sign an agreement agreeing to wages and hours of work.

10. HOURS OF WORK

- (a) The District implemented a 9 day 80 hour work schedule on July 31, 1992. Under this schedule, in any two week pay period, assigned personnel shall work eight (8) weekdays (Monday, Tuesday, Wednesday, Thursday) for nine (9) hours, and one (1) day (Friday) for eight (8) hours with alternate Friday off. The 9/80 work schedule has two alternating teams, "blue" and "gold." Supervisors will assign the employee to the team. Some classifications may not be eligible for the 9/80 work schedule as determined by the supervisor and approved by the General Manager. Accommodations will be considered by the General Manager for employees who prefer not to work the 9/80 schedule. All team changes will be approved by the General Manager.
- (b) In the office, a Customer Service Representative will open the phones at 8:00 a.m. The office will open at 8 a.m. and the office and phones will close at 5 p.m. The office normally shall be closed on Saturday, Sunday and Holidays.
- (c) In the field, the daily work periods shall be determined by the Assistant General Manager to conform to the work periods by contractors or other conditions which arise.
- (d) Work in excess of forty hours per work week may be permitted only upon the prior approval of the General Manager or his representative. For work in excess of 40 hours per work week, eligible employees will be paid at one and one-half times their regular hourly rate. The hourly rate is determined by dividing the annual salary by 2080. Vacation time, comp time and sick leave shall be included as time worked for the purpose of calculating overtime pay. The General Manager has the discretion to reinstate vacation, comp time and sick leave not being counted as hours worked for the purpose of calculating overtime pay at any time during this MOU if it is his opinion that the revised policy is being abused. Compensatory time may be taken in lieu of overtime pay at the rate 1-1/2 hours off for each 1 hour of overtime worked. The selection of comp time in lieu of overtime pay will be by the employee, but the scheduling of comp time will be with management's approval and no more than 40 hours can be accrued. Overtime monies will be paid for all overtime hours in excess of 40 hours. The exempt positions, as authorized in Article 11.3 (a), are not eligible for overtime compensation.
- (e) All employees are expected to report for work promptly in accordance with their Supervisor's instructions; these instructions may include reporting directly to a field project work site. If they are unable to do so, they will notify their immediate Supervisor during the time frame the Supervisor has given. If unable to reach their immediate Supervisor, they will call the District Office and indicate when they will report for work and the reasons for their delay.
- (f) From time to time, emergencies arise that require work outside of normal working hours. Employees are expected to comply with such requests when directed to do so by their immediate Supervisor, the Assistant General Manager, or the Duty Standby person. Rotation of overtime assignments among employees will be accomplished as much as possible by District Supervisors.
- (g) Any employee other than employees "On-Call"-required to work on a District observed holiday shall receive time and one-half for all hours worked in addition to regular holiday credit.
- (h) Any employee contacted after hours by a supervisor or designated standby employee to assist in emergency repairs on a District observed holiday shall be paid a minimum of two hours of double time.
- (i) Employees "On-Call" who are called to work on a District observed holiday shall be paid double time for all hours worked.

(j) Any employee, contacted after hours by a supervisor or designated standby employee to assist in emergency repairs shall receive a minimum of ~~two~~ three hours pay at time and one-half.

(k) Any employee will be paid at a rate of double their regular rate of pay for all authorized hours worked in excess of twelve hours per day or in excess of eight hours on the seventh straight day in any given week.

(l) On-Call means that time an off duty employee is required to be available for receiving telephone or other messages. When an employee is called to physically report to duty, he will be compensated for a minimum of ~~2~~ two hours in addition to the daily amount of \$35 or \$50 for Saturdays, Sundays and District Holidays. Overtime rate of pay for an employee on "On-Call Time" will be 1-1/2 times the regular hourly wage, after adding the daily rate to the hourly rate. On-Call and/or Standby Agreements are contained in Appendix C of the Personnel Regulations and more specifically explain the requirements of serving On-Call or Standby.

(m) On-Call employees who have the ability to make necessary operational or maintenance changes from a remote location by telephone or computer shall first attempt to resolve the problem from the remote location. Incidents lasting less than fifteen (15) minutes prior to 9 p.m. and after 6 a.m. are covered by the daily On-call amount of \$35 or \$50 for Saturdays, Sundays, and District Holidays. Incidents lasting fifteen (15) minutes or more shall be eligible for a minimum of thirty (30) minutes or the actual length of the incident of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the On-Call employee cannot resolve the problem and is required to physically respond, only the two hour minimum of overtime pay per incident will apply. Each contact and response is considered one incident, i.e. the On-Call employee may be contacted by telephone and solve the problem by verbal response or via a computer.

(n) Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance shall prior to 9 p.m. and after 6 a.m. be eligible for a minimum of fifteen (15) minutes or the actual length of the telephone call of overtime pay for each response. Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance after 9 p.m. and before 6 a.m. shall be eligible for a minimum of thirty (30) minutes or the actual length of the telephone call of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the employee who is not On-Call is required to physically respond, there will be no compensation for the telephone call and regular call-out overtime rules shall apply.

(o) If an employee has to work between the hours of 10 p.m. and 7 a.m. for a minimum of three hours, the next day the employee will receive one hour of paid "rest leave" for each of those hours worked, providing the next day is a regularly scheduled work day.

- Employees working until their regular start time will continue working and leave work early by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours).
- Employees that complete their work prior to 6 a.m. will report to work later than their regular start time by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours.)

Examples:

- *An employee begins work at 10 p.m. and finishes work at 2 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday. 10 p.m. to 2 a.m. = 4 hours) Employee would report at 11 a.m. if their regularly scheduled start time is 7 a.m.*

- *An employee begins work at 1 a.m. and finishes work at 2:30 a.m. The employee would not receive any paid “rest leave” because they did not work a minimum of three hours. (1 a.m. to 2:30 a.m. = 1.5 hours)*
- *An employee begins work at 3 a.m. and finishes work at 7 a.m. The employee would receive four hours of paid “rest leave” the next day, providing the next day is a regularly scheduled workday. The employee would continue to work and leave work four hours earlier than their regular quitting time(3 a.m. to 7 a.m. = 4 hours)*

Assuming a start time of 7 a.m., if an employee works continuously (including lunch, dinner and breaks) from the start of their regular workday until 10 p.m., every hour worked past 10 p.m. will result in one hour of paid “rest leave” the following day, providing the next day is a regularly scheduled workday. The specific hours of the “rest leave” will be scheduled by the supervisor.

“Rest leave” will not count as time worked for the purposes of calculating overtime.

In the event of an unexpected catastrophic emergency or natural disaster, the General Manager may, by necessity, suspend or modify the use or means of “rest leave.”

The federal regulations pertaining to commercial drivers’ working hour limits shall take precedence over this policy for District personnel using a commercial license.

(p) The Assistant General Manager or his designee will determine the necessity of meal reimbursement costs when an employee is working outside of their normal scheduled hours, whether it is for scheduled overtime, extension of the normal work day or an emergency call-out. The District retains the right to provide meals in lieu of reimbursing employees for meals. The District will either reimburse employees or provide a meal after twelve continuous hours of work.

11. COMPENSATORY (COMP) TIME

Compensatory time may be taken in lieu of overtime pay at the rate 1-1/2 hours off for each one hour of overtime worked. The selection of comp time in lieu of overtime pay will be by the employee, but the scheduling of comp time will be with management's approval. No more than 40 hours can be accrued. Overtime monies will be paid for all overtime hours in excess of 40 hours.

All employees terminating their employment with the District shall be granted terminal leave pay for that amount of time accrued to their compensatory time account.

12. DISCIPLINARY ACTION

It is FPUD'S intention to take a progressive approach to disciplinary matters to insure that actions which would interfere with operations or an employee's job are not continued. However, progressive discipline is not required depending on the severity of the employee's misconduct.

Violations of FPUD'S Personnel Regulations, violation of safety rules, violation of the criminal law, actions which are insubordinate, flagrantly careless and/or incompetent, or otherwise prejudicial to the best interests of the District, will be subject to disciplinary action and/or termination for cause.

(a) Disciplinary Actions Not Subject to Notice and Hearing Procedures:

The following progressive disciplinary actions may be taken by the employee's immediate Supervisor, to correct the performance of an employee that is not up to District standards, without a Notice being served or mailed to the employee. However, such actions may be reviewed in accordance with the grievance procedures of the District if requested by the employee:

- (1) Verbal counseling.
- (2) Written warning.
- (3) Suspension for up to 3 days without pay.
- (4) Reassignment.

(b) Disciplinary Actions Subject to Notice and Hearing Procedure:

The following disciplinary actions require written notice be given the employee. These actions are not necessarily progressive, but will be considered based on the severity of the incident(s) that violated District standards, rules, regulations or policies.

- (1) Suspension from duty for more than 3 days without pay.
- (2) Salary step reduction.
- (3) Demotion.
- (4) Termination from District employment.

NOTICE

The Notice of Disciplinary Action Subject to Notice and Hearing shall be signed by the direct supervisor or another District manager and thereafter shall be personally served or mailed by certified mail not less than ten (10) working days prior to proposed disciplinary action, and shall contain:

1. specific charges upon which action is based;
2. the reasons why such action is being taken;
3. copies of the materials upon which the action is based will be attached;
4. information essential to give the employee a fair opportunity to answer the charges made;

5. names, times, dates, places or numbers that may be pertinent to the charges;
6. a time and date for the filing by the employee of a written response and for presentment of any oral response, which date shall not be less than 5 working days after the notice is served or mailed, whichever occurs first.
7. late requests for an oral or written response must be for good cause and will be determined on a case by case basis, but in no event will exceed 15 calendar days from the date the Notice was personally served or mailed by certified mail.

The employee has the right to have the recommendation of disciplinary action and his or her response reviewed by the General Manager or his designee who shall determine whether the recommended action, or other disciplinary action, should be imposed.

EMPLOYEE RESPONSE

1. The employee shall have the right to respond, either orally or in writing, or both not later than the time and date provided in the notice.
2. The time for response may be extended by the General Manager or his designee for a reasonable period.
3. A written response shall be delivered to the General Manager or his designee.
4. If the employee desires to make an oral response directly to the General Manager or his designee, the employee shall give written notice to the General Manager or his designee of this request for oral response at least two working days before the time and date stated in the notice. Failure of the employee to give such notice shall constitute a waiver by the employee of any right to present an oral response.
5. The employee shall have the right to be represented by counsel at any stage of the proceedings or by a representative of Fallbrook Public Utility District Employees' Association (FPUDEA), or both, at his or her own expense. A request for FPUDEA representation is a matter between the employee and FPUDEA.
6. If the employee desires to have any other available employees present at the time of the oral response in order to present evidence or to examine witnesses, the employee shall file a written request with the General Manager, at least two working days before the time scheduled for the oral response.
7. The District will make reasonable efforts to make available the requested witnesses if they are regular employees. The employee must make their own arrangements for the attendance of other witnesses. However, witnesses' participation in any stage of the proceedings is voluntary. The District will not pay for any witness. Witnesses that are regular employees will receive their normal hourly wage if participating during their normal working hours.
8. The General Manager or his designee may continue the matter for a reasonable period.
9. The employee shall be placed in a paid leave status pending determination.
In the event the employee fails to respond as provided above, the General Manager or his designee shall provide a written determination letter to the employee.

DETERMINATION

Within 5 working days of the Response, or in the event of no response, the General Manager or his designee shall inform the employee, in writing, of the decision regarding discipline. This time can be extended for good cause. In the event of termination, all pay shall cease on the date and time provided in the Notice of Determination, but not earlier than the Notice itself.

APPEAL

1. If the employee or former employee is dissatisfied with the decision made by the General Manager or his designee, he may appeal in writing, to the Board of Directors. This written notice of appeal shall be filed with the Secretary of the District no later than fifteen calendar days after the date of personal service or mailing of the notice of the General Manager's or his designee's decision, whichever is earlier. Either party may also request a no-cost mediation through the State Mediation and Conciliation Service prior to the appeal hearing. Such request must be made by the employee within the same fifteen calendar day period noted above, or by the District within 15 calendar days of receiving notice of the employee's written appeal.
2. The Secretary shall schedule a hearing within thirty calendar days of the date of filing of the notice of appeal, and the Secretary shall notify the employee of the time and date fixed for the hearing. This time can be extended for good cause.
3. Upon conclusion of the hearing, the Board of Directors shall review all the information and inform the employee, in writing, of their determination within 5 working days after the hearing. This time can be extended for good cause. The Board of Directors has the power to reinstate a discharged employee and/or to impose less severe discipline on the employee. The decision of the Board of Directors is final and non-grievable.

Post Hearing Procedure

The provisions of California Code of Civil Procedure Section 1094.6 shall apply to the final determination by the Board of Directions.

13. GRIEVANCE PROCEDURE

Grievance is defined as a written allegation by an employee, claiming violations(s) of the specific express terms of the Personnel Rules and Regulations for which there is no other specified method of review.

Fallbrook Public Utility District recognizes each employee's right to receive fair and impartial treatment. Accordingly, it has established the following grievance procedure that is available to all non-supervisory employees who have successfully completed their probationary period.

If a grievance involves harassment: any (temporary, probationary, regular, supervisory, non-supervisory or exempt) employee may report to any member of management. Every reported complaint of harassment will be investigated immediately, as confidentially as the fact gathering allows, thoroughly, objectively and completely. Please see section 11.10 Policy Against Harassment and Discrimination for further information.

First Step - Immediate Supervisor: In order to minimize the possibility of misunderstanding, an employee shall submit his written grievance to his immediate supervisor within fifteen (15) working days of the occurrence of the event resulting in the grievance. The supervisor will investigate the matter and attempt to provide a solution or explanation within 5 working days, unless additional time is required under the circumstances.

Second Step – Assistant General Manager or, if an employee does not receive a satisfactory answer or resolution from his immediate supervisor, he will be allowed ten (10) working days to refer the grievance, in writing, to the Assistant General Manager, in the case of field personnel, or to the Administrative Services Manager/Treasurer, in the case of office personnel. The written grievance shall detail the facts upon which the grievance is based and be dated and signed by the employee. After receiving the written grievance, the Assistant General Manager or Administrative Services Manager/Treasurer will promptly schedule a meeting to provide the employee an opportunity to present his problem personally. Within 5 working days after that meeting, or such longer period as is required under the circumstances to properly investigate the matter, the Supervisor will provide the employee a written response to his grievance.

Third Step - General Manager: If an employee is not satisfied with the decision at the second step of this procedure, he will have an additional ten (10) working days to request, in writing, an appointment for a personal interview with the General Manager who will discuss the problem with the employee and investigate the basis for the grievance. The General Manager will provide a written decision to the employee within 10 working days unless he determines that additional time is required under the circumstances. The decision at this step shall be final and conclusive for all parties.

Grievance Against General Manager- Board of Directors: A grievance in which the General Manager is a party may be submitted to the Board of Directors. The written grievance shall detail the facts upon which the grievance is based and be dated and signed by the employee. The grievance shall be submitted to the Board of Directors within fifteen (15) working days of the occurrence of the event resulting in the grievance. The Board of Directors will investigate the grievance and may hold a formal or informal hearing at its discretion, unless waived by the employee. The Board of Directors shall submit its written decision within 10 working days thereafter. The decision of the Board of Directors is final and non-grievable.

Time lists, as set forth above, may be extended by mutual agreement between the parties.

Hearings/meetings under this procedure shall only be conducted by employees senior in grade to the aggrieved party.

Grievance Policy Exclusions:

This procedure is not to be used:

- for the purpose of resolving complaints, requests or changes in wages, hours and working conditions;
- to challenge the content of employee evaluations or performance reviews;
- to challenge a reclassification, layoff, denial or reinstatement, or denial of a step or merit increase;
- in cases of reduction in pay, demotion, suspensions (of more than three days) termination, or other discipline except as specified in Section 11.9(b) of the FPUD Personnel Regulations.
- to challenge violation of law or past practice unless the contract expressly refers to same; and/or
- to challenge examinations or appointment to positions.

14. LEAVE POLICIES

a. Vacation

1. The General Manager or his authorized representative shall set the period of time for vacation leave. Each regular and probationary employee will accrue vacation leave as follows:

1 to 5 years = 4.00 hours per pay period
6 to 10 years = 4.62 hours per pay period effective on 5th anniversary
10 to 15 years = 6.15 hours per pay period effective on 10th anniversary
16+ years = accrual of 7.69 hours per pay period effective on 15th anniversary
20+ years = 8.00 hours per pay period effective on the 20th anniversary
Maximum accrual: 248 hours
Any unpaid leave during the pay period will reduce the accrual rate accordingly.
2. Maximum accrual is 248 hours. On December 31 of each year, all accruals exceeding the maximum of 248 hours would stop accruing until vacation leave was used and total accrual fell below 248 hours.
3. When circumstances created by the District are beyond the control of the employee and make it impossible for him to take allotted vacations as prescribed under (1)-(2) above, the period for accumulating leave shall be extended upon the approval of the General Manager. In no case shall the employee be deprived of any earned vacation.
4. All employees terminating their employment with the District shall be granted terminal leave pay for that amount of time accrued to their vacation account.
5. An Employee may sell back to the District portions of unused vacation time up to 40 hours under the following conditions:
 - a. Employee has already taken 80 hours of vacation since the sell back cutoff date of the prior year (if the 80 hours is taken off including and/or with only compensatory time off, it will count toward this requirement);
 - b. At least 80 hours of accrued vacation time shall remain on the account after the payoff; and
 - c. The sale shall occur annually in November of each year
 - d. Vacation stops accruing when an employee has a balance of over 248 hours on December 31 of each year.
6. Any planned leave (vacation or comp time off) must be requested with as much notice as possible. Supervisors will grant requests based on the needs of the District.

b. Sick Leave

Regular and probationary employees will accrue 3.69 hours per pay period of sick leave Any unpaid leave during the pay period will reduce the accrual rate accordingly. In the event the employee is out for a period in excess of available sick leave, he will then use his accrued vacation time in lieu of sick leave. Sick leave may be used to care for an ill or disabled member of the immediate family (spouse, mother, father, brother, sister, son, daughter, step-mother, step-

father, step-son, step-daughter, grandchild, grandparent, mother or father-in-law, other person in custody where employee has or had guardianship or other person who had guardianship of employee or domestic partner or the child(ren) of a domestic partner {as defined by the State of California}).

Temporary District employees will accrue sick leave in accordance with AB 1522 and any subsequent revisions to that assembly bill.

1. There is no limit to sick leave accrual.
2. Any abuse of sick leave, in the judgment of the Management, is subject to discipline, up to and including, termination.
3. Three or more consecutive days off may require a doctor's note to return to work. Personnel returning to work following an extended absence of five days or more due to surgery or a non-work related injury or illness, will present a medical certificate stating their physical capability to resume the duties of their position. Personnel presenting a conditional certificate may be returned to work at the discretion of the General Manager.
4. Reimbursement will be made for 50% of unused sick leave upon termination of employment, not to exceed payment for 600 hours. For optional retirement sick leave benefit, see "Retirement Bonus" above.

c. **Bereavement Leave**

Regular employees will be allowed three days paid leave in event of a death in the immediate blood or married family (spouse, mother, father, brother, sister, son, daughter, step-mother, step-father, step-son, step-daughter, grandchild, grandparent, mother or father-in-law, domestic partner, or other person in custody where employee has or had guardianship or other person who had guardianship of employee.)

15. HOLIDAYS

- (a) The following holidays will be observed:

New Years Day - January 1
Martin Luther King, Jr. Day - 3rd Monday in January
Presidents' Birthday - 3rd Monday in February
Memorial Day - Last Monday in May
Independence Day - July 4
Labor Day - First Monday in September
Veterans Day - November 11
Thanksgiving Day - Friday and Thanksgiving
Christmas Eve - December 24
Christmas Day - December 25
New Year's Eve Day - December 31

- (b) If any of the above holidays fall on Sunday, the following Monday will be observed. If the holiday falls on Saturday, the preceding Friday will be observed. When December 24 occurs on a Sunday, or December 25 on a Saturday, the two holidays will be observed on Friday and Monday.

An employee whose normal work day is the day scheduled to be observed as a holiday shall be paid for his normal hours for that day at the straight hourly rate of pay. (i.e. Monday through Thursday, 9 hours; alternate Fridays, 8 hours.) When a holiday falls on an employee's alternate Friday off, the holiday will be observed on the following Monday.

- (c) Temporary employees will not be granted holidays with pay.
- (d) The General Manger, at his discretion, may declare a special District holiday if the Governor has taken such action at the State level. Holidays will not be paid during leave without pay status unless employee is in a paid status the day before or the day after the holiday.
- (e) Plant Operators and Systems Operators required to work shifts without regard for holidays will be paid "holiday pay" for the number of hours they would normally work on the day the holiday falls. In addition, Plant Operators and System Operators who work on a holiday will be paid time and one-half pay for all hours worked on every holiday. Plant Operators and System Operators may be granted a holiday on a regularly scheduled work day at the discretion of the Assistant General Manager. Plant Operators and System Operators so granted a holiday will only be paid holiday hours in the amount of their regularly scheduled work hours.

16. MEDICAL COVERAGE

The District contracts for health insurance for personnel and their dependents. Coverage and benefits are explained in brochures provided by the insurer and are available from Human Resources.

- a. Effective July 1, 2015 employees will have the choice of medical plans provided through ACWA/JPIA with the following conditions:
 1. The basic plan is the Kaiser plus Chiropractic plan for the employee, employee + one and employee + family.
The District will pay 100% of the Kaiser plus Chiropractic plan for employee, employee + 1 and employee + family. The amount paid for each of those coverages will be known as the “threshold amounts.”
 2. Any other medical plan offered through ACWA/JPIA will be known as a “premium plan.”
 - i. The District will pay the threshold amounts established by the cost of Kaiser plus Chiropractic plans (Employee, Employee + one and Employee + family) toward the cost of any premium plan chosen by an employee.
 - ii. Employees who choose a premium plan will pay the difference between the threshold amount for the coverage they choose. The monthly cost difference will be multiplied by 12 (months) and divided by the number of paydays in that calendar year. The employee will reimburse the District through payroll deduction..

17. DENTAL PLAN

The District contracts for dental insurance for personnel and their dependents. Coverage and benefits are explained in brochures provided by the insurer and are available from Human Resources. Any provider changes during the term of this MOU will result in comparable benefits for participants. The District pays the premium for all full-time employees and their dependents. For the purpose of this benefit, full-time is defined as at least 24 work hours per workweek.

18. VISION PLAN

The District also provides vision care for personnel and their dependents. Coverage and benefits are explained in brochures provided by the insurer and are available from Human Resources. Any provider changes during the term of this MOU will result in comparable benefits for participants. The District pays the premium for all full-time employees and their dependents. For the purpose of this benefit, full-time is defined as at least 24 work hours per workweek.

19. LIFE INSURANCE

1. Employees are covered by a plan for Accidental Death & Dismemberment and for a life insurance benefit of two times their annual salary, up to a maximum benefit of \$300,000.
2. At age 65, but not age 70, the amount of insurance is 67% of the amount shown in 1 above.
3. At age 70 or more, the amount of the insurance will be 45% of the amount shown in 1 above.

20. LONG TERM DISABILITY INSURANCE

Employees are covered by a plan that provides 66.67% (or \$10,000, whichever is less), of employee's monthly salary to Social Security Normal Retirement Age in the event of a disabling accident or illness. Payment commences six (6) months after date of disability or illness. District pays the total cost of this coverage.

21. FLEXIBLE SPENDING PLAN

Regular employees are eligible to open a Flexible Spending Account for medical reimbursement and dependent care expenses. Participation is voluntary. Participation is by employee authorized payroll deduction forms available from Human Resources.

22. UNIFORMS

The District will provide sufficient clean uniforms, on a weekly basis, for a daily change, for field crews. All employees for whom uniforms are provided are required to wear a complete uniform when working unless otherwise authorized by their supervisor. The Administrative Services Manager/Treasurer or his designee will determine the employees who may wear a non-uniform FPUD logo shirt and the District will supply five per year. The District will pay up to the amount of uniform shirts and the employee will pay the difference. The District will provide five (5) pairs of Levi 501 jeans for each water or wastewater employee per year. In the event that the jeans wear out or are damaged in less than one year, employees will have them repaired or replaced at their own expense. The employees requested the ability to purchase a different type of jean than was offered by the District. The Assistant General Manager or his designee will review each request on a case-by-case basis and make a determination. The District will only reimburse the employee the actual cost up to the amount allotted for the District jeans.

The District will provide one medium-weight jacket for each field or plant employee every two years or "as-needed" at the discretion of the Assistant General Manager. No other jackets may be worn during regular working hours unless they were issued by the District and bear the District logo. The employees requested the ability to purchase a cotton jacket instead of the poly blend jacket offered by the District. Employees to be issued poly blend jackets that prefer cotton jackets will pay the difference in the cost to the District prior to ordering the jacket. Loss of a District jacket is subject to disciplinary action.

The Levi 501 jeans and jacket are deemed part of the uniform and must be maintained by the employee.

Wastewater workers will have the choice of Levi 501 jeans that will be maintained by the employee or uniform service trousers that will be laundered by the uniform service. Upon termination, all uniform shirts, vests, trousers, overalls, lab coats, etc. issued to an employee must be returned to the District. The cost of any uniforms not returned will be pursued through legal means.

To instill confidence on the part of the public and to prevent misrepresentation of FPUD employees, the District will issue photo I.D. cards to all employees. Field employees not directly involved with heavy equipment will wear I.D. cards on the uniform shirt and the I.D. cards will be considered part of the uniform. Office employees will be issued a business card size I.D. card and it shall be in their possession during working hours. Loss of an I.D. card will be subject to disciplinary action. I.D. cards must be returned to personnel upon termination or a fee of \$25.00 will be incurred.

The wearing of shorts will be allowed as long as the following conditions are met:

- (a) Shorts must be supplied by the employee at their own expense.
- (b) Employees must maintain their shorts in good repair.
- (c) If uniforms are supplied, shorts will be worn with a uniform shirt or the orange safety award t-shirt only.
- (d) Because of the nature of the work, some employees will be required to wear long pants. If there are any questions, please contact the Assistant General Manager.
- (e) Each employee is responsible for keeping long pants available should the need arise.
- (f) The color of the shorts will be limited to khaki, dark blue or blue denim. All shorts are to be hemmed (no cutoffs).

The acceptable style and length of the shorts will be determined by the Assistant General Manager.

23. BOOTS

Safety boots or shoes are purchased by the District for those employees occupied in high hazard work.

The District will specify several styles from different manufacturers for employees to select from on an as-needed basis. Shoes or boots will not be replaced until they are judged by the Assistant General Manager to be no longer safe or usable.

24. TUITION REIMBURSEMENT

The District will create a Tuition Reimbursement pool for employees who wish to take approved job related courses. Interested employees will submit their proposals by a certain date and the pool will be split up among accepted proposals. “Job-Related” will be defined by the District.

An annual tuition reimbursement fund of \$3,000 shall be established for members of FPUDEA for fiscal year 2015/16, \$4,000 for 2016/17 and \$5,000 for 2017/18. Eligible employees may apply to the fund annually during each fiscal year. Employees who have had their applications approved during the fiscal year may submit requests for reimbursement in actual costs paid for tuition by July 31st of each year or sooner if all applicants have submitted their reimbursement requests. Eligible employees are those employees who have passed their original probationary period. Reimbursements will be made on an equal basis based on the number of requests. Reimbursement will be for professional and technical courses in accredited educational institutions provided that:

- a. The employee has received at least a “meets requirements” rating on his/her last performance report.
- b. The subject matter of the course contributes toward the performance of the employee’s position with the District, or is related to work the employee can reasonably be expected to perform in the future. Subject to approval by the General Manager, reimbursement may be made for elective coursework required for a certification program or college degree related to the employee's work, or related to District work which the employee can reasonably be expected to perform in the future.
- c. The employee must submit an Application for Tuition Reimbursement form to the General Manager and Human Resources Manager prior to the beginning of the class.
- d. Before receiving reimbursement, the employee shall submit a Request for Tuition Reimbursement and furnish documentation proof of payment and shall provide evidence that he/she has completed the course with a grade of “C” or better. A “pass” will be accepted for classes where pass/fail grading system is used.
- e. No tuition refund pursuant to the MOU from July 1, 2015 through June 30, 2018 will be made for classes that ended prior to July 1, 2015~~2014~~. No tuition refund will be made for classes unless approved prior to the end of the contract period.
- f. All requests for Tuition Reimbursement shall be subject to the General Manager’s approval.
- g. The Board of Directors retains the right to increase the tuition reimbursement annual limits upon recommendation from the General Manager.

25. RETIREMENT PLAN, RETIREMENT BONUS AND RETIREE MEDICAL COVERAGE

- (a) The District participates in a defined benefit retirement plan with the California Public Employees' Retirement System. The District's contribution rate is revaluated every fiscal year. The retirement benefit plan is known as Local Miscellaneous 2.5% at 55 years of age, effective July 2, 2005. For the term of the current MOU (July 1, 2015 through June 30, 2018) the "classic" employees will pay 8%.
- (b) "New employees" hired on or after January 1, 2013 who are also "new members" will contribute 50% of the normal cost established by CalPERS pursuant to the Public Employees' Pension Reform Act (PEPRA) for the 2% at 62 years of age benefit formula.

Pursuant to the Public Employees' Pension Reform Act (PEPRA), a "new employee" hired as a regular, full-time employee after January 1, 2013, who is also a "new member" to CalPERS, as defined pursuant to PEPRA, is subject to the mandatory miscellaneous formula of 2% @62. Further, final compensation would be defined as the highest average annual final compensation during a consecutive 36 month period, subject to the cap set forth pursuant to PEPRA.

"New member," as defined pursuant to PEPRA, means: (1) an individual who has never been a member of any public retirement system prior to January 1, 2013; (2) an individual who was a member of any other public retirement system prior to January 1, 2013 but was not subject to reciprocity; or (3) an individual who was an active member in a retirement system who returns to active membership in that same system with a new employer after more than a six month break in service.

If a former PERS-eligible employee of the District has a break in service of more than six months but returns to service with the District, the former employee will not be considered a new member pursuant to PEPRA.

- (c) Since April 20, 1951, all employees of the District have been participants in the Federal Social Security Program. Payroll deductions are taken from each employee's pay and matching contributions are made by the District.
- (d) All employees having 10 or more years of continuous service with the District, upon retirement after age 62, shall be granted an additional one month's pay.
- (e) Employees retiring after age 50, with 10 or more years of continuous employment, will have the mandatory amount estimated by the District at retirement to be necessary to pay for 50% of the employee's monthly premium and any additional costs for dependent(s) covered at the time of retirement transferred to a health reimbursement account from their total accumulated sick leave with the District, for payment of medical, vision and dental insurance premiums until the total amount is expended, or the Medicare entitlement age is reached. Should the amount be expended before Medicare entitlement age (for either not having enough on account at retirement to transfer the mandatory estimated amount or because the estimated costs until Medicare entitlement age were less than actual costs), the retiree can pay the premiums himself, if the retiree so chooses, for continued coverage under the District's medical, vision and dental insurance plans until the retiree is entitled to Medicare.

- (e) The District will use current and/or future published premium rates to calculate the mandatory estimated amount transferred to the health reimbursement account, using a five percent accelerator for each subsequent premium year. (See the example following this section.)
- (f) After the District estimates the mandatory contribution to the health reimbursement account referenced in 11.22 (e) above, employees also have the choice of:
- (1) cashing out half of their total accumulated sick leave accrual (up to a maximum of 600 hours or all of their remaining balance, whichever is less); and/or
 - (2) Converting half of the total accumulated sick leave accrual (up to a maximum of 600 hours or all of the remaining balance, whichever is less), to PERS service credit.
- (g) The total of employee's choice(s) of sick leave balance option(s) in sections (f)(1) and/or (f)(2) above at retirement will not exceed half of the total accumulated sick leave accrual (up to a maximum of 600 hours or all of the remaining balance determined by the District in section (e) above, whichever is less.)
- (h) Any sick leave balance remaining after (e) and (f) above will be transferred to the health reimbursement agreement.
- (i) If the retiree exhausts the health reimbursement account prior to reaching Medicare entitlement age, non-payment by the retiree of their portion of the premium will result in cancellation of the coverage and trigger a COBRA notification.
- (j) Any balance in the account when the retiree reaches Medicare entitlement age, or dies prior to reaching Medicare entitlement age, will be available to retiree's eligible dependent(s) until they reach Medicare entitlement age or COBRA rights are exhausted, whichever comes first, or, if there are no dependent(s), any unused balance shall be forfeited.

Example:

1. At retirement, the District will estimate the cost of benefits (medical, dental and vision) from retirement date until Medicare entitlement age (that is in effect at the time of retirement) for the employee and any dependent(s) currently enrolled.
2. The District will then estimate the cost of 50% of just the retiree's medical premium until Medicare entitlement age and deduct that from the total of #1 above.
3. The balance of #2 above will be deducted from the total amount of sick leave hours at retirement and deposited into a health reimbursement account at the District to pay for retiree benefits for that retiree and any dependent(s) until Medicare entitlement or the account is depleted.
4. In addition, the employee can cash out 50% (up to 600 hours) of their total accumulated leave or all of the remaining balance, whichever is less, or the employee may choose to convert that time to PERS service credit.
5. Any sick leave balance remaining after (f) and (g) above will be transferred to the health reimbursement agreement.
6. If the amount in the health reimbursement account is depleted prior to the retiree reaching Medicare entitlement age, the retiree may pay the premium at the group rate until Medicare entitlement age is reached.

Employee retires at age 60 with 1400 hours of sick leave on the books. There are 60 months (5 calendar years) until the retiree is Medicare entitled:

1. Current Medical, Dental and Vision costs for Employee +1=	\$13,857.96		
+5% in 2008	\$14,550.86		
+5% in 2009	\$15,278.40		
+5% in 2010	\$16,042.32		
+5% in 2011	\$16,844.44		
	\$76,573.98	Estimated amt to Medicare	
2. Current 50% of Medical premium for employee=	\$2,756.16		
+5% in 2008	\$2,893.97		
+5% in 2009	\$3,038.67		
+5% in 2010	\$3,190.60		
+5% in 2011	\$3,350.13		
\$76,573.98 -	\$15,229.52	= \$61,344.45	Amt to HRA
3. 1400 Hours x \$45.00 Hourly Wage =	\$63,000.00		
-	\$61,344.45	Amt to HRA	
=	\$1,655.55	/ \$45.00 = 36.79	Hrs Remaining
4. 36.79 Hrs. Remaining x \$45.00 = (<i>see other options in #4 above</i>)	\$1,655.55	Cash out taxable to retiree	Or to PERS svc credit
5. N/A 0 Balance			

26. STATE DISABILITY AND PAID FAMILY LEAVE

Employees requested and were granted permission as a group to join State Disability Insurance (SDI), at their own expense. Participation is mandatory by all non-exempt employees. Exempt positions are not covered by SDI. The coordination of SDI or PFL payments with sick leave cannot exceed the employee's regular weekly wage. Coordinating SDI payments with vacation leave does not affect your benefits. The District requires that employees use two weeks of vacation prior to receiving PFL (see Section 11.15(m)).

The following practices and procedures pertain to personnel receiving SDI or PFL:

(a) Personnel applying for SDI or PFL benefits will be notified by Human Resources when their application is received from the Employment Development Department. Payment of sick or vacation leave benefits will then cease until the employee notifies Human Resources of either the denial of SDI or PFL benefits or their request for supplemental income through sick or vacation leave benefits (explanation below). It is the employee's responsibility to communicate with Human Resources to insure timely payment of sick or vacation leave benefits.

(b) Personnel receiving SDI or PFL benefits will be carried in a leave without pay status, except that,

(c) The salary of personnel receiving (SDI) or PFL benefits can be supplemented by use of sick leave, if applicable under District policy, or if sick leave is exhausted, vacation leave. In order to supplement SDI or PFL benefits with sick or vacation leave, the employee must request supplemental income through use of sick or vacation leave and submit copies of their SDI or PFL payment checks to Human Resources prior to release of any sick or vacation leave benefits. Human Resources has forms to request supplemental benefits and brochures that explain SDI and PFL benefits. The hours of sick leave used to coordinate benefits will be determined by deducting the SDI or PFL weekly benefit from the regular weekly wage and dividing the regular hourly wage into that sum. Those hours of sick leave will be deducted from the leave accounts and a check will be sent to the employee. Vacation leave is deducted, and paid, in daily increments only.

(d) Personnel returning to work following a disability leave will present a medical certificate stating their physical capability to resume the essential functions of their position. Personnel presenting a conditional certificate may be returned to work at the discretion of the General Manager.

27. REDUCTION IN FORCE

In the event of a required reduction in force in any positions in the Non-Exempt Classifications, separations shall be made within the job classification being reduced in the following order:

- (a) First: Temporary employees.
- (b) Second: Probationary employees.
- (c) Third: Part-time employees.
- (d) Fourth: Regular employees taking into account both job seniority in the classification being reduced and performance issues

In the event vacancies exist in lower classifications at the time of force reduction, such vacant positions shall be offered to a qualified regular employee then scheduled for force reduction termination. Regular employees retained in a lower classification shall retain the former salary, but their salary shall be frozen until the salary of the lower level position rises over time due to Cost-of-Living adjustments until it reaches the affected employee's salary.

28. MILITARY DUTY PAY

Personnel ordered to active duty for training purposes in the U.S. armed forces, will be paid the difference between their District salary and the basic pay received for active military duty for a maximum of 10 working days per year. Employees ordered to military service will receive the current Federal and State mandated benefits.

29. DRUG/ALCOHOL TESTING

Employees required to hold a Class A or B driver's license are subject to the District's Controlled Substance and Alcohol Misuse Policy. All employees who hold a non-commercial driver's license and are categorized as "waterworkers" or "sanitary workers" for the purpose of payment of workers' compensation premiums are designated as "safety sensitive" and are subject to the District's Non-DOT Controlled Substance and Alcohol Misuse Policy. Please refer to Appendix E of the Personnel Regulations for the complete policy.

30. DRIVER'S LICENSE

The District shall reimburse any regular employee for the difference in cost between a Class A or Class B driver's license and a Class C driver's license which the employee is required to obtain or renew during his/her term of employment. The District will provide time to train for and obtain a Class A or Class B driver's license which is over and above what is necessary to obtain a Class C license. Failure to pass a required Class A or Class B driver's license examination may result in reclassification, or if no other position is available, termination. The District shall also pay for the cost of mandatory physicals which are an employment requirement. Employees required to hold a Class A or B driver's license are subject to the District's Controlled Substance and Alcohol Misuse Policy. Please refer to Appendix E of the Personnel Regulations for the complete policy.

31. “ME-TOO” CLAUSE

“Me-Too” Clause is in effect as to COLA and Medical Insurance only.

During the term of this MOU, if the District provides any other bargaining unit a COLA increase which exceeds the percentage increase contained in this Agreement then the District shall adjust the percentage increases contained in this Agreement so that they are equal to the percentage salary increase granted to employees in the other bargaining unit. Such adjustments shall be effective at the time the salary increase is granted to the employees in the other bargaining unit. In addition, during the term of this MOU, if the District provides any other bargaining unit with a Medical Insurance Benefit plan that requires the employee to pay a smaller percentage of their premium for equal plans then provided for in this Agreement, then the District shall adjust the Medical Insurance provisions contained in this Agreement so that they are equal to the Medical Insurance provisions contained in the other bargaining unit’s agreement.

32. REOPENERS, ENTIRE AGREEMENT & SIGNATURES

Either party may request to re-open the MOU regarding the findings of the CalPERS audit that was performed in fiscal year 2014/15. At the time this MOU is signed, the findings and any required changes to the MOU are not known.

Either party may request to re-open the MOU if Fallbrook Public Utility District and Rainbow Municipal Water District are reorganized pursuant to the Local Agency Formation Commission, specifically but not limited to, a deferred compensation matching program.

If any of this MOU is declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable provisions of Federal, State or Local laws or regulations, such part or provisions shall be suspended and superseded by such applicable law or regulations and the remainder of this MOU shall remain in full force and effect for the duration of this MOU.

It is acknowledged that during negotiations which resulted in this MOU, FPUDEA had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects within the scope of representation. Therefore, for the term of this agreement, FPUDEA agrees that FPUD shall not be obligated to meet and confer with respect to any subject or matter not specifically referred to or covered in this MOU. All terms and conditions of employment not covered in this MOU shall continue to be subject to FPUD’s direction and control.

Except as specifically restricted by an express provision of this MOU, FPUD retains and may exercise all management rights and prerogatives in its discretion.

The terms and conditions of this MOU shall remain in effect during negotiations if the negotiations extend beyond June 30, 2018 until a new MOU is agreed upon or impasse is reached, whichever occurs first.

It is agreed that the Personnel Regulations be changed to reflect the changes contained herein.

Revisions were made July 27, 2015, October 26, 2015, November 23, 2015 and January 12, 2016.
FPUD is an Equal Opportunity Employer

Board of Directors

FPUDEA

Date

Date

FALLBROOK MANAGEMENT EMPLOYEES’ ASSOCIATION MOU

This Memorandum of Understanding (MOU) is entered into by Fallbrook Public Utility District (FPUD) and Fallbrook Management Employees’ Association (FMEA), as a mutual recommendation to the Board of Directors of FPUD of those wages, hours, and conditions of employment which are to be in effect during the period 12:01 a.m. on July 1, 2015 through 12:00 p.m. on June 30, 2018 for exempt classifications excepting the General Manager.

EXTENSION OF EXISTING MEMORANDUM OF UNDERSTANDING

BETWEEN

FALLBROOK PUBLIC UTILITY DISTRICT

AND

FALLBROOK MANAGEMENT EMPLOYEES' ASSOCIATION

It is hereby agreed by and between the parties, Fallbrook Public Utility District (FPUD) and Fallbrook Management Employees' Association (FMEA) that the memorandum of understanding (MOU) by and between the parties shall be extended one year, for a new contract term of July 1, 2018 to June 30, 2019, under the following terms and conditions:

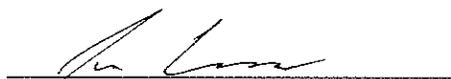
1. The parties understand and agree that neither party shall propose or be obligated to increase wages for the contract term.
2. The parties agree that they shall meet for purposes of negotiating a successor MOU, with specific dates and times of such negotiations to be mutually agreed upon.
3. The parties further agree that all other terms and conditions of employment set forth in the MOU shall remain in full force and effect through June 30, 2019.



President Gebhart
FPUD Board of Directors

7/25/18

Dated



Jason Cavender
FMEA

7/12/18

Dated

1. The Administrative Services Manager/Treasurer, Assistant General Manager, Operations Manager, Human Resources Manager, System Operations Manager, and Chief Plant Operator classifications (exempt employees) are the members of FMEA.
2. The results of the salary survey conducted by Koff and Associates in the fall of 2014 are accepted.
3. The District will implement the pay scales that were recommended after an independent salary survey was conducted by Koff and Associates and reviewed in fiscal year 2014/15. These pay scales for each fiscal year of this MOU are attached as Exhibit A1 through A 12.
 - e. Employees will be placed on the Koff survey pay ranges effective their grade/step as of June 30, 2015 and then the COLA will be applied so all employees will receive at least a 2% COLA increase effective July 1, 2015. Employees are still eligible for merit increases or longevity bonuses.
4. Cost of living adjustments (“COLA”) to employee salaries during the ~~four~~ three year term shall be as follows:
 - a. 2%-effective July 12015
 - b. 2%-effective July 1, 2016
 - c. 2%-effective July 1, 2017
5. Exempt employee contributions to the CalPERS retirement plan shall be 8% for classic members. PEPRA rules apply for non-classic members.
6. Exempt employees will be eligible for longevity bonuses on each exempt employee’s anniversary date, or most recent promotion date, based on the same criteria listed in the FPUDEA MOU for the term ending June 30, 2018.
7. . At hire, vacation accrual rates will be negotiable, up to a maximum of 208 hours (26 eight-hour days) per calendar year. Vacation rate accruals will increase by adding the negotiated years of service rate at the time of hire to actual years of service in accordance with the FPUDEA MOU for the term ending June 30, 2018, where applicable. For example, if an employee negotiates a vacation accrual rate that equals 10 years of service at the time of hire, the current FPUDEA MOU schedule has the next increase at 15 years of service. That employee would realize the vacation accrual rate of 15 years of service on the anniversary date of the fifth year of service at FPUD.
8. An employee may sell back to the District portions of unused vacation and executive leave time up to 80 hours under the following conditions:
 - a. Employee has already taken 100 hours of vacation and/or executive leave within the previous 12 months.
 - b. At least 100 hours of accrued vacation and/or executive leave time shall remain on the account after the payoff.
 - c. The sale shall occur annually in November of each year.
 - d. Vacation stops accruing when an employee has a balance of over 248 hours on December 31st of each year.
 - e. Executive leave stops accruing when an employee has a balance of over 120 hours at any time.
9. Management (exempt) employees will accrue five (eight hour) days of Executive Leave annually with a cap of 15 days (120 hours). Accrual will cap at 120 hours. Accrual will recommence when the balance is

below 120 hours. Executive Leave accruals can be cashed out at 50% at termination or retirement. Upon retirement, up to 100% of Executive Leave may be left on account to pay for medical expenses until Medicare entitlement age is reached. Executive Leave may be sold back to the District as determined in 8. above.

10. Monthly car allowance will remain at \$604.17 per month for the current Assistant General Manager, Administrative Services Manager/Treasurer and Operations Manager.

11. The District will allow the Assistant General Manager, Administrative Services Manager/Treasurer and/or Operations Manager hired after July 1, 2015 to either be assigned a District vehicle or be paid \$604.17 per month as a vehicle allowance. However, if any of the incumbents chooses to have a vehicle allowance, the change is not reversible (i.e. they cannot switch back to a District vehicle at a later date).

12. Management (exempt) employees are eligible for up to \$500 reimbursement for an annual physical after the primary insurance has paid its portion. This benefit is year to year and there is no "carry over." Human Resources will process the reimbursement upon receipt of the statement and proof of insurance submittal and payment.

13. For the term of this agreement, FPUDEA will match up to 1.9% of each FMEA member's salary to a District 401(a) plan as long as each FMEA member is contributing at least that percentage to their individual deferred compensation 457(b) plan.

14. Exempt employees will not be allowed to participate in the Tuition Reimbursement negotiated as a benefit for the non-exempt employees only.

15. Except as expressly stated herein, all other benefits available to non-exempt employees as stated in the FPUDEA MOU for the term ending June 30, 2018 are available to exempt employees.

16. **"Me-Too" Clause is in effect as to COLA and Medical Insurance only:** During the term of this MOU, if the District provides any other bargaining unit a COLA increase which exceeds the percentage increase contained in this Agreement then the District shall adjust the percentage increases contained in this Agreement so that they are equal to the percentage salary increase granted to employees in the other bargaining unit. Such adjustments shall be effective at the time the salary increase is granted to the employees in the other bargaining unit. In addition, during the term of this MOU, if the District provides any other bargaining unit with a Medical Insurance Benefit plan that requires the employee to pay a smaller percentage of their premium for equal plans then provided for in this Agreement, then the District shall adjust the Medical Insurance provisions contained in this Agreement so that they are equal to the Medical Insurance provisions contained in the other bargaining unit's agreement.

Either party may request to re-open the MOU regarding the findings of the CalPERS audit that was performed in fiscal year 2014/15. At the time this MOU is signed, the findings and any required changes to the MOU are not known.

Either party may request to re-open the MOU if Fallbrook Public Utility District and Rainbow Municipal Water District are reorganized pursuant to the Local Agency Formation Commission, specifically but not limited to, a deferred compensation matching program and severance pay agreements for exempt employees.

If any of this MOU is declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable provisions of Federal, State or Local laws or regulations, such part or provisions

shall be suspended and superseded by such applicable law or regulations and the remainder of this MOU shall remain in full force and effect for the duration of this MOU.

It is acknowledged that during negotiations which resulted in this MOU, FMEA had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects within the scope of representation. Therefore, for the term of this agreement, FMEA agrees that FPUD shall not be obligated to meet and confer with respect to any subject or matter not specifically referred to or covered in this MOU. All terms and conditions of employment not covered in this MOU shall continue to be subject to FPUD's direction and control.

Except as specifically restricted by an express provision of this MOU, FPUD retains and may exercise all management rights and prerogatives in its discretion.

Revisions were made August 24, 2015, November 23, 2015 and January 12, 2016.

Fallbrook Public Utility District is an Equal Opportunity Employer

Dated: _____

Dated: _____

Accepted:

Accepted:

President, Board of Directors
Fallbrook Public Utility District

Jason Cavender, FMEA Negotiator

Range #	FY 15-16 Monthly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$2,643	\$2,709	\$2,777	\$2,846	\$2,917	\$2,990	\$3,066	\$3,143	\$3,221	\$3,300
2	\$2,709	\$2,777	\$2,846	\$2,917	\$2,990	\$3,066	\$3,143	\$3,221	\$3,300	\$3,383
3	\$2,777	\$2,846	\$2,917	\$2,990	\$3,066	\$3,143	\$3,221	\$3,300	\$3,383	\$3,468
4	\$2,846	\$2,917	\$2,990	\$3,066	\$3,143	\$3,221	\$3,300	\$3,383	\$3,468	\$3,555
5	\$2,917	\$2,990	\$3,066	\$3,143	\$3,221	\$3,300	\$3,383	\$3,468	\$3,555	\$3,643
6	\$2,990	\$3,066	\$3,143	\$3,221	\$3,300	\$3,383	\$3,468	\$3,555	\$3,643	\$3,734
7	\$3,066	\$3,143	\$3,221	\$3,300	\$3,383	\$3,468	\$3,555	\$3,643	\$3,734	\$3,827
8	\$3,143	\$3,221	\$3,300	\$3,383	\$3,468	\$3,555	\$3,643	\$3,734	\$3,827	\$3,923
9	\$3,221	\$3,300	\$3,383	\$3,468	\$3,555	\$3,643	\$3,734	\$3,827	\$3,923	\$4,023
10	\$3,300	\$3,383	\$3,468	\$3,555	\$3,643	\$3,734	\$3,827	\$3,923	\$4,023	\$4,124
11	\$3,383	\$3,468	\$3,555	\$3,643	\$3,734	\$3,827	\$3,923	\$4,023	\$4,124	\$4,226
12	\$3,468	\$3,555	\$3,643	\$3,734	\$3,827	\$3,923	\$4,023	\$4,124	\$4,226	\$4,332
13	\$3,555	\$3,643	\$3,734	\$3,827	\$3,923	\$4,023	\$4,124	\$4,226	\$4,332	\$4,439
14	\$3,643	\$3,734	\$3,827	\$3,923	\$4,023	\$4,124	\$4,226	\$4,332	\$4,439	\$4,550
15	\$3,734	\$3,827	\$3,923	\$4,023	\$4,124	\$4,226	\$4,332	\$4,439	\$4,550	\$4,664
16	\$3,827	\$3,923	\$4,023	\$4,124	\$4,226	\$4,332	\$4,439	\$4,550	\$4,664	\$4,781
17	\$3,923	\$4,023	\$4,124	\$4,226	\$4,332	\$4,439	\$4,550	\$4,664	\$4,781	\$4,900
18	\$4,023	\$4,124	\$4,226	\$4,332	\$4,439	\$4,550	\$4,664	\$4,781	\$4,900	\$5,023
19	\$4,124	\$4,226	\$4,332	\$4,439	\$4,550	\$4,664	\$4,781	\$4,900	\$5,023	\$5,148
20	\$4,226	\$4,332	\$4,439	\$4,550	\$4,664	\$4,781	\$4,900	\$5,023	\$5,148	\$5,278
21	\$4,332	\$4,439	\$4,550	\$4,664	\$4,781	\$4,900	\$5,023	\$5,148	\$5,278	\$5,408
22	\$4,439	\$4,550	\$4,664	\$4,781	\$4,900	\$5,023	\$5,148	\$5,278	\$5,408	\$5,545
23	\$4,550	\$4,664	\$4,781	\$4,900	\$5,023	\$5,148	\$5,278	\$5,408	\$5,545	\$5,682
24	\$4,664	\$4,781	\$4,900	\$5,023	\$5,148	\$5,278	\$5,408	\$5,545	\$5,682	\$5,826
25	\$4,781	\$4,900	\$5,023	\$5,148	\$5,278	\$5,408	\$5,545	\$5,682	\$5,826	\$5,971
26	\$4,900	\$5,023	\$5,148	\$5,278	\$5,408	\$5,545	\$5,682	\$5,826	\$5,971	\$6,119
27	\$5,023	\$5,148	\$5,278	\$5,408	\$5,545	\$5,682	\$5,826	\$5,971	\$6,119	\$6,273
28	\$5,148	\$5,278	\$5,408	\$5,545	\$5,682	\$5,826	\$5,971	\$6,119	\$6,273	\$6,431
29	\$5,278	\$5,408	\$5,545	\$5,682	\$5,826	\$5,971	\$6,119	\$6,273	\$6,431	\$6,592
30	\$5,408	\$5,545	\$5,682	\$5,826	\$5,971	\$6,119	\$6,273	\$6,431	\$6,592	\$6,755
31	\$5,545	\$5,682	\$5,826	\$5,971	\$6,119	\$6,273	\$6,431	\$6,592	\$6,755	\$6,923
32	\$5,682	\$5,826	\$5,971	\$6,119	\$6,273	\$6,431	\$6,592	\$6,755	\$6,923	\$7,096
33	\$5,826	\$5,971	\$6,119	\$6,273	\$6,431	\$6,592	\$6,755	\$6,923	\$7,096	\$7,273
34	\$5,971	\$6,172	\$6,273	\$6,431	\$6,592	\$6,755	\$6,923	\$7,096	\$7,273	\$7,455
35	\$6,119	\$6,273	\$6,431	\$6,592	\$6,755	\$6,923	\$7,096	\$7,273	\$7,455	\$7,642
36	\$6,273	\$6,431	\$6,592	\$6,755	\$6,923	\$7,096	\$7,273	\$7,455	\$7,642	\$7,835
37	\$6,431	\$6,592	\$6,755	\$6,923	\$7,096	\$7,273	\$7,455	\$7,642	\$7,835	\$8,031
38	\$6,592	\$6,755	\$6,923	\$7,096	\$7,273	\$7,455	\$7,642	\$7,835	\$8,031	\$8,230
39	\$6,755	\$6,923	\$7,096	\$7,273	\$7,455	\$7,642	\$7,835	\$8,031	\$8,230	\$8,436
40	\$6,923	\$7,096	\$7,273	\$7,455	\$7,642	\$7,835	\$8,031	\$8,230	\$8,436	\$8,648
41	\$7,096	\$7,273	\$7,455	\$7,642	\$7,835	\$8,031	\$8,230	\$8,436	\$8,648	\$8,863
42	\$7,273	\$7,455	\$7,642	\$7,835	\$8,031	\$8,230	\$8,436	\$8,648	\$8,863	\$9,084
43	\$7,455	\$7,642	\$7,835	\$8,031	\$8,230	\$8,436	\$8,648	\$8,863	\$9,084	\$9,311
44	\$7,642	\$7,835	\$8,031	\$8,230	\$8,436	\$8,648	\$8,863	\$9,084	\$9,311	\$9,545
45	\$7,835	\$8,031	\$8,230	\$8,436	\$8,648	\$8,863	\$9,084	\$9,311	\$9,545	\$9,785
46	\$8,031	\$8,230	\$8,436	\$8,648	\$8,863	\$9,084	\$9,311	\$9,545	\$9,785	\$10,027
47	\$8,230	\$8,436	\$8,648	\$8,863	\$9,084	\$9,311	\$9,545	\$9,785	\$10,027	\$10,279
48	\$8,436	\$8,648	\$8,863	\$9,084	\$9,311	\$9,545	\$9,785	\$10,027	\$10,279	\$10,535
49	\$8,648	\$8,863	\$9,084	\$9,311	\$9,545	\$9,785	\$10,027	\$10,279	\$10,535	\$10,797
50	\$8,863	\$9,084	\$9,311	\$9,545	\$9,785	\$10,027	\$10,279	\$10,535	\$10,799	\$11,069
51	\$9,084	\$9,311	\$9,545	\$9,785	\$10,027	\$10,279	\$10,535	\$10,799	\$11,069	\$11,345
52	\$9,311	\$9,545	\$9,785	\$10,027	\$10,254	\$10,535	\$10,799	\$11,069	\$11,345	\$11,631
53	\$9,545	\$9,785	\$10,027	\$10,279	\$10,535	\$10,799	\$11,069	\$11,345	\$11,631	\$11,920
54	\$9,785	\$10,027	\$10,279	\$10,535	\$10,799	\$11,069	\$11,345	\$11,631	\$11,920	\$12,218
55	\$10,027	\$10,279	\$10,535	\$10,799	\$11,069	\$11,345	\$11,631	\$11,920	\$12,218	\$12,523
56	\$10,279	\$10,535	\$10,797	\$11,069	\$11,345	\$11,631	\$11,920	\$12,218	\$12,523	\$12,835
57	\$10,535	\$10,797	\$11,069	\$11,345	\$11,631	\$11,920	\$12,218	\$12,523	\$12,835	\$13,158
58	\$10,797	\$11,069	\$11,345	\$11,631	\$11,920	\$12,218	\$12,523	\$12,835	\$13,158	\$13,487
59	\$11,069	\$11,345	\$11,631	\$11,920	\$12,218	\$12,523	\$12,835	\$13,158	\$13,487	\$13,823
60	\$11,345	\$11,631	\$11,920	\$12,218	\$12,523	\$12,835	\$13,158	\$13,487	\$13,823	\$14,168
61	\$11,631	\$11,920	\$12,218	\$12,523	\$12,835	\$13,158	\$13,487	\$13,823	\$14,168	\$14,524
62	\$11,920	\$12,218	\$12,523	\$12,835	\$13,158	\$13,487	\$13,823	\$14,168	\$14,524	\$14,886
63	\$12,218	\$12,523	\$12,835	\$13,158	\$13,487	\$13,823	\$14,168	\$14,524	\$14,886	\$15,259
64	\$12,523	\$12,835	\$13,158	\$13,487	\$13,823	\$14,168	\$14,524	\$14,886	\$15,259	\$15,640
65	\$12,835	\$13,158	\$13,487	\$13,823	\$14,168	\$14,524	\$14,886	\$15,259	\$15,640	\$16,030
66	\$13,158	\$13,487	\$13,823	\$14,168	\$14,524	\$14,886	\$15,259	\$15,640	\$16,030	\$16,432
67	\$13,487	\$13,823	\$14,168	\$14,524	\$14,886	\$15,259	\$15,640	\$16,030	\$16,432	\$16,843
68	\$13,823	\$14,168	\$14,524	\$14,886	\$15,259	\$15,640	\$16,030	\$16,432	\$16,843	\$17,264
69	\$14,168	\$14,524	\$14,886	\$15,259	\$15,640	\$16,030	\$16,432	\$16,843	\$17,264	\$17,696
70	\$14,524	\$14,886	\$15,259	\$15,640	\$16,030	\$16,432	\$16,843	\$17,264	\$17,696	\$18,138

Range #	FY 16-17 Monthly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$2,697	\$2,763	\$2,832	\$2,903	\$2,976	\$3,051	\$3,127	\$3,205	\$3,285	\$3,366
2	\$2,763	\$2,832	\$2,903	\$2,976	\$3,051	\$3,127	\$3,205	\$3,285	\$3,366	\$3,451
3	\$2,832	\$2,903	\$2,976	\$3,051	\$3,127	\$3,205	\$3,285	\$3,366	\$3,451	\$3,538
4	\$2,903	\$2,976	\$3,051	\$3,127	\$3,205	\$3,285	\$3,366	\$3,451	\$3,538	\$3,626
5	\$2,976	\$3,051	\$3,127	\$3,205	\$3,285	\$3,366	\$3,451	\$3,538	\$3,626	\$3,716
6	\$3,051	\$3,127	\$3,205	\$3,285	\$3,366	\$3,451	\$3,538	\$3,626	\$3,716	\$3,808
7	\$3,127	\$3,205	\$3,285	\$3,366	\$3,451	\$3,538	\$3,626	\$3,716	\$3,808	\$3,903
8	\$3,205	\$3,285	\$3,366	\$3,451	\$3,538	\$3,626	\$3,716	\$3,808	\$3,903	\$4,001
9	\$3,285	\$3,366	\$3,451	\$3,538	\$3,626	\$3,716	\$3,808	\$3,903	\$4,001	\$4,103
10	\$3,366	\$3,451	\$3,538	\$3,626	\$3,716	\$3,808	\$3,903	\$4,001	\$4,103	\$4,207
11	\$3,451	\$3,538	\$3,626	\$3,716	\$3,808	\$3,903	\$4,001	\$4,103	\$4,207	\$4,311
12	\$3,538	\$3,626	\$3,716	\$3,808	\$3,903	\$4,001	\$4,103	\$4,207	\$4,311	\$4,418
13	\$3,626	\$3,716	\$3,808	\$3,903	\$4,001	\$4,103	\$4,207	\$4,311	\$4,418	\$4,527
14	\$3,716	\$3,808	\$3,903	\$4,001	\$4,103	\$4,207	\$4,311	\$4,418	\$4,527	\$4,642
15	\$3,808	\$3,903	\$4,001	\$4,103	\$4,207	\$4,311	\$4,418	\$4,527	\$4,642	\$4,758
16	\$3,903	\$4,001	\$4,103	\$4,207	\$4,311	\$4,418	\$4,527	\$4,642	\$4,758	\$4,876
17	\$4,001	\$4,103	\$4,207	\$4,311	\$4,418	\$4,527	\$4,642	\$4,758	\$4,876	\$4,999
18	\$4,103	\$4,207	\$4,311	\$4,418	\$4,527	\$4,642	\$4,758	\$4,876	\$4,999	\$5,124
19	\$4,207	\$4,311	\$4,418	\$4,527	\$4,642	\$4,758	\$4,876	\$4,999	\$5,124	\$5,250
20	\$4,311	\$4,418	\$4,527	\$4,642	\$4,758	\$4,876	\$4,999	\$5,124	\$5,250	\$5,384
21	\$4,418	\$4,527	\$4,642	\$4,758	\$4,876	\$4,999	\$5,124	\$5,250	\$5,384	\$5,515
22	\$4,527	\$4,642	\$4,758	\$4,876	\$4,999	\$5,124	\$5,250	\$5,384	\$5,515	\$5,656
23	\$4,642	\$4,758	\$4,876	\$4,999	\$5,124	\$5,250	\$5,384	\$5,515	\$5,656	\$5,796
24	\$4,758	\$4,876	\$4,999	\$5,124	\$5,250	\$5,384	\$5,515	\$5,656	\$5,796	\$5,942
25	\$4,876	\$4,999	\$5,124	\$5,250	\$5,384	\$5,515	\$5,656	\$5,796	\$5,942	\$6,091
26	\$4,999	\$5,124	\$5,250	\$5,384	\$5,515	\$5,656	\$5,796	\$5,942	\$6,091	\$6,242
27	\$5,124	\$5,250	\$5,384	\$5,515	\$5,656	\$5,796	\$5,942	\$6,091	\$6,242	\$6,398
28	\$5,250	\$5,384	\$5,515	\$5,656	\$5,796	\$5,942	\$6,091	\$6,242	\$6,398	\$6,559
29	\$5,384	\$5,515	\$5,656	\$5,796	\$5,942	\$6,091	\$6,242	\$6,398	\$6,559	\$6,724
30	\$5,515	\$5,656	\$5,796	\$5,942	\$6,091	\$6,242	\$6,398	\$6,559	\$6,724	\$6,890
31	\$5,656	\$5,796	\$5,942	\$6,091	\$6,242	\$6,398	\$6,559	\$6,724	\$6,890	\$7,062
32	\$5,796	\$5,942	\$6,091	\$6,242	\$6,398	\$6,559	\$6,724	\$6,890	\$7,062	\$7,238
33	\$5,942	\$6,091	\$6,242	\$6,398	\$6,559	\$6,724	\$6,890	\$7,062	\$7,238	\$7,419
34	\$6,091	\$6,242	\$6,398	\$6,559	\$6,724	\$6,890	\$7,062	\$7,238	\$7,419	\$7,604
35	\$6,242	\$6,398	\$6,559	\$6,724	\$6,890	\$7,062	\$7,238	\$7,419	\$7,604	\$7,795
36	\$6,398	\$6,559	\$6,724	\$6,890	\$7,062	\$7,238	\$7,419	\$7,604	\$7,795	\$7,989
37	\$6,559	\$6,724	\$6,890	\$7,062	\$7,238	\$7,419	\$7,604	\$7,795	\$7,989	\$8,192
38	\$6,724	\$6,890	\$7,062	\$7,238	\$7,419	\$7,604	\$7,795	\$7,989	\$8,192	\$8,395
39	\$6,890	\$7,062	\$7,238	\$7,419	\$7,604	\$7,795	\$7,989	\$8,192	\$8,395	\$8,604
40	\$7,062	\$7,238	\$7,419	\$7,604	\$7,795	\$7,989	\$8,192	\$8,395	\$8,604	\$8,821
41	\$7,238	\$7,419	\$7,604	\$7,795	\$7,989	\$8,192	\$8,395	\$8,604	\$8,821	\$9,039
42	\$7,419	\$7,604	\$7,795	\$7,989	\$8,192	\$8,395	\$8,604	\$8,821	\$9,039	\$9,266
43	\$7,604	\$7,795	\$7,989	\$8,192	\$8,395	\$8,604	\$8,821	\$9,039	\$9,266	\$9,497
44	\$7,795	\$7,989	\$8,192	\$8,395	\$8,604	\$8,821	\$9,039	\$9,266	\$9,497	\$9,736
45	\$7,989	\$8,192	\$8,395	\$8,604	\$8,821	\$9,039	\$9,266	\$9,497	\$9,736	\$9,981
46	\$8,192	\$8,395	\$8,604	\$8,821	\$9,039	\$9,266	\$9,497	\$9,736	\$9,981	\$10,228
47	\$8,395	\$8,604	\$8,821	\$9,039	\$9,266	\$9,497	\$9,736	\$9,981	\$10,228	\$10,485
48	\$8,604	\$8,821	\$9,039	\$9,266	\$9,497	\$9,736	\$9,981	\$10,228	\$10,485	\$10,747
49	\$8,821	\$9,039	\$9,266	\$9,497	\$9,736	\$9,981	\$10,228	\$10,485	\$10,747	\$11,014
50	\$9,039	\$9,266	\$9,497	\$9,736	\$9,981	\$10,228	\$10,485	\$10,747	\$11,015	\$11,291
51	\$9,266	\$9,497	\$9,736	\$9,981	\$10,228	\$10,485	\$10,747	\$11,015	\$11,291	\$11,572
52	\$9,497	\$9,736	\$9,981	\$10,228	\$10,485	\$10,747	\$11,015	\$11,291	\$11,572	\$11,863
53	\$9,736	\$9,981	\$10,228	\$10,485	\$10,747	\$11,015	\$11,291	\$11,572	\$11,863	\$12,159
54	\$9,981	\$10,228	\$10,485	\$10,747	\$11,015	\$11,291	\$11,572	\$11,863	\$12,159	\$12,463
55	\$10,228	\$10,485	\$10,747	\$11,015	\$11,291	\$11,572	\$11,863	\$12,159	\$12,463	\$12,775
56	\$10,485	\$10,747	\$11,015	\$11,291	\$11,572	\$11,863	\$12,159	\$12,463	\$12,775	\$13,092
57	\$10,747	\$11,014	\$11,291	\$11,572	\$11,863	\$12,159	\$12,463	\$12,775	\$13,092	\$13,421
58	\$11,014	\$11,291	\$11,572	\$11,863	\$12,159	\$12,463	\$12,775	\$13,092	\$13,421	\$13,757
59	\$11,291	\$11,572	\$11,863	\$12,159	\$12,463	\$12,775	\$13,092	\$13,421	\$13,757	\$14,101
60	\$11,572	\$11,863	\$12,159	\$12,463	\$12,775	\$13,092	\$13,421	\$13,757	\$14,101	\$14,451
61	\$11,863	\$12,159	\$12,463	\$12,775	\$13,092	\$13,421	\$13,757	\$14,101	\$14,451	\$14,815
62	\$12,159	\$12,463	\$12,775	\$13,092	\$13,421	\$13,757	\$14,101	\$14,451	\$14,815	\$15,184
63	\$12,463	\$12,775	\$13,092	\$13,421	\$13,757	\$14,101	\$14,451	\$14,815	\$15,184	\$15,564
64	\$12,775	\$13,092	\$13,421	\$13,757	\$14,101	\$14,451	\$14,815	\$15,184	\$15,564	\$15,952
65	\$13,092	\$13,421	\$13,757	\$14,101	\$14,451	\$14,815	\$15,184	\$15,564	\$15,952	\$16,351
66	\$13,421	\$13,757	\$14,101	\$14,451	\$14,815	\$15,184	\$15,564	\$15,952	\$16,351	\$16,761
67	\$13,757	\$14,101	\$14,451	\$14,815	\$15,184	\$15,564	\$15,952	\$16,351	\$16,761	\$17,179
68	\$14,101	\$14,451	\$14,815	\$15,184	\$15,564	\$15,952	\$16,351	\$16,761	\$17,179	\$17,609
69	\$14,451	\$14,815	\$15,184	\$15,564	\$15,952	\$16,351	\$16,761	\$17,179	\$17,609	\$18,049
70	\$14,815	\$15,184	\$15,564	\$15,952	\$16,351	\$16,761	\$17,179	\$17,609	\$18,049	\$18,500

Range #	FY 17-18 Monthly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$2,751	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434
2	\$2,818	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520
3	\$2,889	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609
4	\$2,962	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699
5	\$3,035	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791
6	\$3,111	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884
7	\$3,189	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981
8	\$3,269	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080
9	\$3,351	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184
10	\$3,434	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292
11	\$3,520	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397
12	\$3,609	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507
13	\$3,699	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618
14	\$3,791	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735
15	\$3,884	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853
16	\$3,981	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973
17	\$4,080	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099
18	\$4,184	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226
19	\$4,292	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356
20	\$4,397	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491
21	\$4,507	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626
22	\$4,618	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769
23	\$4,735	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912
24	\$4,853	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061
25	\$4,973	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217
26	\$5,099	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367
27	\$5,226	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526
28	\$5,356	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691
29	\$5,491	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859
30	\$5,626	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029
31	\$5,769	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202
32	\$5,912	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384
33	\$6,061	\$6,217	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568
34	\$6,217	\$6,422	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757
35	\$6,367	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951
36	\$6,526	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,148
37	\$6,691	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356
38	\$6,859	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563
39	\$7,029	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776
40	\$7,202	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998
41	\$7,384	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220
42	\$7,568	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452
43	\$7,757	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688
44	\$7,951	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930
45	\$8,150	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180
46	\$8,356	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433
47	\$8,563	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695
48	\$8,776	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962
49	\$8,998	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,234
50	\$9,220	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516
51	\$9,452	\$9,688	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804
52	\$9,688	\$9,930	\$10,180	\$10,433	\$10,669	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100
53	\$9,930	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,521	\$11,804	\$12,100	\$12,402
54	\$10,180	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712
55	\$10,433	\$10,695	\$10,962	\$11,235	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029
56	\$10,695	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354
57	\$10,962	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690
58	\$11,234	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033
59	\$11,516	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383
60	\$11,804	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740
61	\$12,100	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111
62	\$12,402	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487
63	\$12,712	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876
64	\$13,029	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271
65	\$13,354	\$13,690	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,276	\$16,678
66	\$13,690	\$14,031	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096
67	\$14,033	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522
68	\$14,383	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961
69	\$14,740	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410
70	\$15,111	\$15,487	\$15,876	\$16,271	\$16,678	\$17,096	\$17,522	\$17,961	\$18,410	\$18,869

KOFF POSITIONS

GRADE LEVELS

Range #

- 1
- 2
- 3
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- 11
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15	Cust Svc Rep I	
16	Drought Management Coord	
17	Utility Worker I	15, 16, 17
17	Plant O-I-T	16, 17
17	Plant Maint Wrkr I	15, 16, 17

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19	Cust Svc Rep II	
19	Acct/Cust Svc Asst I	
20		
21	Admin Office Specialist	
21	Utility Worker II	18, 19, 20, 21
21	Plant Maint Wrkr II	18, 19, 20, 21
22	WH/Purchasing Specialist	
22	Admin Asst To WM	
22	Eng Tech I	20, 21, 22
23	Plant Operator I	22, 23
23	Acct/Cus Svc Asst II	

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25	Sys Op I	24, 25
25	Equip Mech	
25	Cust Svc Spec	
26		
27	Plant Operator II	26, 27
27	Utility Tech	23, 24, 25, 26, 27
28	Eng Tech II	27, 28
28	BF/CC Tech	27, 28
29	Sys Op II	28, 29
29	Lab Tech I	28, 29
30	Admin Asst to WM	
31	Lead Plant Op	30, 31

31	Mechanical Tech	29, 30, 31
31	Info Sys Tech	
31	Equip Tech	30, 31
32	Ops Tech	30, 31, 32
32	GIS Specialist	
32	Maint Elec	28, 29, 30, 31, 32
32	Eng Tech III	31, 32
33	Lab Tech II	32, 33

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35	Lead Sys Op	34, 35
36	Secretary	
36	Public Affairs Spec	
37	Env Comp Tech	36, 37
38	I & C Spec	35, 36, 37, 38
39	Warehouse/Shop Supervisor	37, 38, 39
39	Foreman	36, 37, 38, 39
40	Accting Sup	

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43	Safety and Risk Admin	41, 42, 43
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46	Chief Sys Op	45, 46
46	Chief Plant Op	45, 46

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53	HR Administrator	
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58	Ops Mgr	
59	Admin Services Mgr/Treas	

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64	AGM	
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CLASSIFICATION AND COMPENSATION SCHEDULE
EFFECTIVE JULY 1, 2015
PER THE MOUs APPROVED
BY THE BOARD OF DIRECTORS ON JUNE 22, 2015
REVISION DATE: N/A

PER RESOLUTION NO. 4859	MIN	MAX
CLASSIFICATION	PER MONTH	PER MONTH
ACCOUNTING/CUSTOMER SERVICES ASST I	\$ 4,124.00	\$ 5,148.00
ACCOUNTING/CUSTOMER SERVICES ASST II	\$ 4,550.00	\$ 5,682.00
ACCOUNTING SUPERVISOR	\$ 6,923.00	\$ 8,648.00
ADMIN ASST TO WATERMASTER I	\$ 4,439.00	\$ 5,545.00
ADMIN ASST TO WATERMASTER II	\$ 5,408.00	\$ 6,755.00
ADMINISTRATIVE OFFICE SPECIALIST	\$ 4,332.00	\$ 5,408.00
ADMINISTRATIVE SERVICES MANAGER/TREASURER	\$ 11,069.00	\$ 13,823.00
ASSISTANT GENERAL MANAGER	\$ 12,523.00	\$ 15,640.00
BACKFLOW/CROSS-CONNECTION TECH	\$ 5,023.00	\$ 6,431.00
CHIEF PLANT OPERATOR	\$ 7,835.00	\$ 10,027.00
CHIEF SYSTEM OPERATOR	\$ 7,835.00	\$ 10,027.00
CUSTOMER SERVICE REPRESENTATIVE I	\$ 3,734.00	\$ 4,664.00
CUSTOMER SERVICE REPRESENTATIVE II	\$ 4,124.00	\$ 5,148.00
CUSTOMER SERVICE SPECIALIST	\$ 4,781.00	\$ 5,971.00
DROUGHT MANAGEMENT COORDINATOR	\$ 3,827.00	\$ 4,781.00
ENGINEERING TECH I	\$ 4,226.00	\$ 5,545.00
ENGINEERING TECH II	\$ 5,023.00	\$ 6,431.00
ENGINEERING TECH III	\$ 5,545.00	\$ 7,096.00
ENVIRONMENT COMPLIANCE TECH	\$ 6,273.00	\$ 8,031.00
EQUIPMENT MECHANIC	\$ 4,781.00	\$ 5,971.00
EQUIPMENT TECH	\$ 5,408.00	\$ 6,923.00
FOREMAN	\$ 6,273.00	\$ 8,436.00
GENERAL MANAGER		\$ 19,544.00
GIS SPECIALIST	\$ 5,682.00	\$ 7,096.00
HUMAN RESOURCES ADMINISTRATOR	\$ 9,545.00	\$ 11,920.00
INFORMATION SYSTEMS TECH	\$ 5,545.00	\$ 6,923.00
INSTRUMENTATION & CONTROL SPECIALIST	\$ 6,119.00	\$ 8,230.00
LABORATORY TECH I	\$ 5,148.00	\$ 6,592.00
LABORATORY TECH II	\$ 5,682.00	\$ 7,273.00
LEAD PLANT OPERATOR	\$ 5,408.00	\$ 6,923.00
LEAD SYSTEM OPERATOR	\$ 5,971.00	\$ 7,642.00
MAINTENANCE ELECTRICIAN	\$ 5,148.00	\$ 7,096.00
MECHANICAL TECHNICIAN	\$ 5,278.00	\$ 6,923.00
OPERATIONS MANAGER	\$ 10,797.00	\$ 13,487.00
OPERATIONS TECH	\$ 5,408.00	\$ 7,096.00
PLANT MAINTENANCE WORKER I	\$ 3,734.00	\$ 4,900.00
PLANT MAINTENANCE WORKER II	\$ 4,023.00	\$ 5,408.00
PLANT OPERATOR-IN-TRAINING	\$ 3,827.00	\$ 4,900.00
PLANT OPERATOR I	\$ 4,439.00	\$ 5,682.00
PLANT OPERATOR II	\$ 4,900.00	\$ 6,273.00
PUBLIC AFFAIRS SPECIALIST	\$ 6,273.00	\$ 7,835.00
SAFETY & RISK ADMINISTRATOR	\$ 7,096.00	\$ 9,311.00
SECRETARY	\$ 6,273.00	\$ 7,835.00
SYSTEM OPERATOR I	\$ 4,664.00	\$ 5,971.00
SYSTEM OPERATOR II	\$ 5,148.00	\$ 6,592.00
UTILITY TECH	\$ 4,550.00	\$ 6,273.00
UTILITY WORKER I	\$ 3,734.00	\$ 4,900.00
UTILITY WORKER II	\$ 4,023.00	\$ 5,408.00
WAREHOUSE/PURCHASING SPECIALIST	\$ 4,439.00	\$ 5,545.00
WAREHOUSE/SHOP SUPERVISOR	\$ 6,431.00	\$ 8,436.00



1. At least three weeks prior to the anniversary date of the employee, Human Resources will forward the performance appraisal instrument to the supervisor and the employee will receive a voluntary employee pre-appraisal form, a copy of their last performance appraisal and a copy of the training they received during the performance rating period.
2. Employee will complete the voluntary employee pre-appraisal form and give to supervisor within one week of receipt, if they so choose. The supervisor will review employee pre-appraisal form and then meet with the employee to discuss goals and objectives. If the employee does not submit a voluntary employee pre-appraisal form, this step is not required.
3. Supervisor will complete performance appraisal form and forward to his/her superiors to obtain required approvals. The General Manager will return the performance appraisal to the supervisor. If a Work Performance Improvement Plan is necessary, supervisor will meet with Human Resources to develop the program prior to meeting with the employee. One "Does Not Meet Requirements" rating will require supervisor counseling and documentation of that counseling in the Supervisor's File.
4. Supervisor will set aside a time and private place to meet with the employee within one week of the employee's anniversary date to review the performance appraisal.
5. Supervisor will review performance appraisal with employee. Employee will sign form and have three days if he/she wishes to attach a memorandum. The memorandum will be turned in to the supervisor.
6. *Without memorandum:* The performance appraisal and voluntary employee pre-appraisal form will be routed to Human Resources for any processing of promotion/step increase/longevity monies and/or vacation accrual increases.
7. *With memorandum:* The supervisor will review the memorandum with superiors. If any change to the original performance appraisal is made due to the memorandum from the employee, the supervisor will again meet with the employee and explain any changes. The performance appraisal will then be routed to Human Resources for any processing of promotion/step increase/longevity monies and/or vacation accrual increases.
8. The employee will receive a memorandum from Human Resources explaining any changes to their pay rate (including longevity bonus) or vacation accrual. The employee will not receive a memorandum if there are not changes in pay rate (including longevity bonus) or vacation accrual.
9. The performance appraisal, the voluntary employee pre-appraisal form and any attendant memorandum will be filed in the employee's personnel file.



**PERFORMANCE AREA
RATING DEFINITIONS**

Does Not Meet Requirements	Unacceptable performance suggesting lack of willingness and/or skills to perform the requirements in this rating area.
Meets Requirements	Consistently performs all duties in this rating area.
Exceeds Requirements	Frequently achieves results beyond those expected in this rating area.

OVERALL PERFORMANCE APPRAISAL RATING DEFINITIONS

Does Not Meet Requirements	<p>Employees in this category must be assigned a Work Performance Improvement Plan unless employee is in the initial probationary period.</p> <ul style="list-style-type: none"> ➤ <i>Two or more performance areas rated as "Does Not Meet Requirements."</i>
Meets Requirements	<p>Meets and occasionally exceeds expected performance area criteria including meeting goals and objectives. Any "Does Not Meet Requirements" will require supervisor counseling with documentation of said counseling in the Supervisor's file.</p> <ul style="list-style-type: none"> ➤ <i>At least "Meets Requirements" in all but one performance area.</i>
Exceeds Requirements	<p>Frequently exceeds expected performance area criteria including meeting goals and objectives.</p> <ul style="list-style-type: none"> ➤ <i>"Exceeds Requirements" in at least 50% of performance areas and no "Does Not Meet Requirements."</i>



PERFORMANCE APPRAISAL GUIDE

A performance appraisal is the District's instrument for documentation of work performance and merit pay increases. As supervisors, you have the duty to objectively evaluate your employees' performance. The District's operation and morale depend on your rating.

The performance appraisal should be conducted at a predetermined location and time.

To prepare for the appraisal and interview, ask yourself these questions:

HAVE I:

1. Set up a date, time and place for an uninterrupted interview with the employee? Has the employee turned in the Voluntary Pre-Appraisal Form?
2. Determined the objectives for the performance appraisal interview?
3. Carefully reviewed the employee's work performance particularly as it relates to previously agreed upon goals?
4. Familiarized myself with the employee's accomplishments since the last appraisal interview? (Refer to Supervisor's File.)
5. Prepared documentation of tardiness, absenteeism, disciplinary actions, etc.?
6. Considered the areas where improvements are needed?
7. Detailed how these improvements can best be accomplished—specifically?
8. Decided what assistance/training is necessary for improvement and who will provide it?
9. Outlined a remedial plan, if necessary?
10. Examined my own attitude toward the employee? Become totally objective? Consider these common rater errors:
 - a. Halo effect—the employee excels in one area that you consider important, therefore you rate all areas as excellent.
 - b. Horns effect—the employee performs poorly in one area therefore you rate all areas poorly.
 - c. Central tendency—rating all areas as average (meets requirements).
 - d. Strict rating—consistently rating lower than average.
 - e. Lenient rating—consistently rating higher than average.
 - f. Latest behavior—basing appraisal on the latest behavior and not considering the behavior of the entire rating period.
 - g. Performance dimension order—if two areas on the performance appraisal form are similar and follow each other on the form, rate them the same.
 - h. Initial impression—rating employee on your first impression of him/her instead of entire rating period.
 - i. Spillover effect—allowing past performance appraisals to effect current appraisal.
 - j. Status effect—overrating higher level jobs; underrating lower level jobs.
 - k. Critical incident—basing entire rating period on one critical incident-good or bad.
 - l. Same as me—giving employee high rating because they share similar qualities or personal characteristics as you.
 - m. Different from me—giving employee low rating because they have dissimilar qualities or personal characteristics from you.
11. Anticipated the feelings and reactions of the employee?

Interview

- The reason for the appraisal interview is to win the cooperation of the employee so that they become an active participant in the interview process. Comparison of your appraisal and the employee's pre-appraisal form is a tool for open communication.

- Be professional. Don't allow emotions to get the best of you. If the employee gets emotional, raises voice, cries, etc....let them know that a break can be provided to allow the employee to regain control so the interview can be conducted professionally.
- Have documentation of any negatives. Do not argue! Provide proof and listen to employee's explanations. This is an excellent opportunity to learn how the employee thinks he/she is perceived and what the employee's goals are. "Exceeds requirements" ratings should also have supporting documentation to avoid charges of favoritism.
- Phrases such as "I understand what you are saying," "I respect your viewpoint" or "Let me check that out after the interview" are soothing and lets the employee know that you are open to his/her comments and suggestions. You may find out something that you hadn't been aware of—there are two sides to every story!
- Avoid phrases such as "You always," "You never" or "You can't." These are demoralizing and remove the employee's option to change behavior.
- Practical suggestions and letting the employee participate in his/her own goals goes a long way. Ask questions such as "What would you think of this approach?" "Next time you could try..." "What training do you feel would help you?"



**Performance Appraisal
Setting Goals & Objectives
Guidelines**

1. Is it relative to the job being performed?
2. Has the employee suggested it? (Not a requirement.)
3. Does it enhance the job being performed or benefit the District?
4. Have considerations been made for cost, time, training, tools, etc.?
5. Will it assist you in achieving departmental goals?
6. Will it assist you in delegating tasks and meeting training objectives?

7. Can the employee differentiate between acceptable and unacceptable results? Will the employee fully understand their responsibility?
8. Does it present some challenge to the employee?
9. Is it realistic: attainable by any qualified, competent and fully trained employee who has the necessary authority and resources?
10. Does it relate to or express a time frame for accomplishment?
11. Is it measurable by quantity, quality, time, cost, effect obtained, manner of performance or method of doing?
12. Will it be compatible with other goals/objectives set for other employees?



VOLUNTARY EMPLOYEE PRE-APPRAISAL FORM

Name _____ Date _____

Supervisor _____ Anniversary Date _____

To assist your supervisor in completing your annual appraisal, please complete this form and provide a copy to your supervisor prior to your annual appraisal.

What were your main goal(s) & objective(s) for this rating period?

***Did you achieve these goal(s) & objective(s)? If so, which ones? How?
If not, which ones and why?***

Did you achieve or complete something that significantly exceeded your plans or expectations for this period? If so, what?

What training did you receive this year that impacted your job?

How did you effect a better working relationship with your supervisor? How could you effect a better working relationship with your supervisor?

OVER

What suggestions would you make to your supervisor which would help you do your job better?

***What goals would you like to achieve during this next performance year?
What goals would you like your department to achieve?***

What additional tools, supplies, equipment, forms, training, etc. would be helpful in achieving your, and your department's goals?

Comments:

Signature

Date

Acknowledgements:

Supervisor

Asst. General Mgr.
(if applicable)

General Manager



- Administrative Svcs. Mgr./Treasurer
- Assistant General Manager
- Operations Mgr.
- System Operations Manager
- Chief Plant Operator

MANAGEMENT PERFORMANCE APPRAISAL

Name _____ Grade _____ Dept. # _____

Period Covered _____ Date Hired _____

Achieved Current Grade/Step _____ Employee # _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective:	Findings:
	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PLANNING & ALLOCATION: <ul style="list-style-type: none"> ➤ Plan/form goals and allocate resources to achieve them ➤ Monitor progress toward objectives and adjust plans as necessary to achieve them ➤ Plan and organize activities to ensure their proper completion in as timely manner ➤ Show flexibility, modify plans to adjust for unforeseen situations such as changes in priorities, resources, organization, policies or technology ➤ Allocate and schedule resources to assure their availability according to priority 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
EXPENSE CONTROL & COST REDUCTION: <ul style="list-style-type: none"> ➤ Monitor and evaluate expenses and costs to ensure maximum profitability ➤ Make sound decisions that consider costs/expenses vs. benefit ➤ Innovate to reduce costs and expenses ➤ Utilize sound planning, asset management, budgeting and accounting techniques as appropriate 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
DECISION MAKING & JUDGMENT: <ul style="list-style-type: none"> ➤ Make sound and timely decisions ➤ Define the problem and accumulate all relevant information ➤ Consider alternative solutions and their appropriateness ➤ Make appropriate decisions in a timely manner 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
MANAGEMENT EFFECTIVENESS AND QUALITY: <ul style="list-style-type: none"> ➤ Ensure that day-to-day duties are accomplished ➤ Keep on top of those areas of responsibility that are of an on-going, never-ending nature ➤ Follow up on problems and decisions ➤ Maintain quality standards over areas of accountability ➤ Keep areas of responsibility and all relevant systems and procedures functioning smoothly over extended periods of time 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
HUMAN RESOURCES MANAGEMENT: <ul style="list-style-type: none"> ➤ Adhere to Human Resources policies, guidelines and procedures ➤ Submit performance appraisals and salary actions on time 	

<ul style="list-style-type: none"> ➤ for each employee ➤ Deal effectively with employee performance issues ➤ Select and retain qualified employees ➤ Encourage and monitor employees' progress in their training and development 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>LEADERSHIP:</p> <ul style="list-style-type: none"> ➤ Gain the understanding, support and effective action of others to achieve objectives ➤ Develop employees through direct performance feedback and job coaching ➤ Provide clear instructions and explanations to employees when giving assignments ➤ Motivate employees through example and challenge ➤ Demonstrate flexibility in adjusting leadership techniques and styles when working with subordinates of different skills and abilities ➤ Takes charge in crisis situations and achieves satisfactory solutions 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>ORGANIZATIONAL RELATIONSHIPS:</p> <ul style="list-style-type: none"> ➤ Negotiate and cooperate with all departments to accomplish optimal utilization of resources ➤ Develop and maintain good personal and work relations with others ➤ Gain the understanding, support and effective action of team members ➤ Profit from criticism and feedback 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>ORAL AND WRITTEN COMMUNICATION:</p> <ul style="list-style-type: none"> ➤ Communicate effectively, thoroughly and accurately through written and oral means ➤ Facilitate interactions with others through effective questioning and active listening ➤ Communicate ideas and opinions in a clear and concise manner ➤ Share information required by other employees and organizational units to achieve their objectives ➤ Provide complete, reliable and prompt information to management and others as needed 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> ➤ Apply current developments within areas of responsibility ➤ Keep up to date on the latest developments in the areas of expertise, and apply these developments to solve problems and improve processes ➤ Keep up to date on management and function, knowledge and skills ➤ Serve as resource person or expert on whom others rely for information ➤ Acquire, maintain and apply appropriate skills 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>ATTENDANCE AND PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use District time conscientiously ➤ Be present at work site/station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately and to set an example for subordinates 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>SAFETY/MAINTENANCE: Ensure safety of self and others by:</p> <ul style="list-style-type: none"> ➤ Pointing out and correcting unsafe conditions and actions to employees ➤ Making employees accountable for their safety conduct ➤ Setting the standards and commitment of employees for a safe work environment 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

ADDITIONAL COMMENTS:

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE:

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR:

APPROVALS & ACKNOWLEDGMENTS:

Evaluated & Approved by:

Date:

General Manager Approval:

Date:

Promotion/Step Increase Percentage/Longevity: _____

(circle one)

Effective Date:

Employee has submitted a "Voluntary Pre-Appraisal Form"

*Employee's signature: _____ Date: _____

Only to acknowledge that the appraisal has been discussed with the employee. If employee has **comments, he/she may prepare a memorandum that will be attached to this form.* Memorandum attached for review by superiors

Date received by Human Resources: _____



- Accounting Supervisor
- Foreman
- Warehouse/Shop Supervisor
- Engineering Supervisor

SUPERVISORY PERFORMANCE APPRAISAL

Name
Period Covered
Achieved Current Grade/Step

Grade **Dept. #**
Dated Hired
Employee #

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective:	Findings:
	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PLANNING & ALLOCATION: ➤ Plan/form goals and allocate resources to achieve them ➤ Monitor progress toward objectives and adjust plans as necessary to achieve them ➤ Plan and organize activities to ensure their proper completion in as timely manner ➤ Show flexibility, modify plans to adjust for unforeseen situations such as changes in priorities, resources, organization, policies or technology	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
DECISION MAKING & JUDGMENT: ➤ Make sound and timely decisions ➤ Define the problem and accumulate all relevant information ➤ Consider alternative solutions and their appropriateness ➤ Make appropriate decisions in a timely manner	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
LEADERSHIP: ➤ Gain the understanding, support and effective action of others to achieve objectives ➤ Develop employees through direct performance feedback and job coaching ➤ Provide clear instructions and explanations to employees when giving assignments ➤ Motivate employees through example and challenge ➤ Demonstrate flexibility in adjusting leadership techniques and styles when working with subordinates of different skills and abilities ➤ Takes charge in crisis situations and achieves satisfactory solutions	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
HUMAN RESOURCES MANAGEMENT: ➤ Adhere to Human Resources policies, guidelines and procedures ➤ Submit performance appraisals and salary actions on time for each employee ➤ Deal effectively with employee performance issues ➤ Select and retain qualified employees ➤ Encourage and monitor employees' progress in their training and development	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
DOCUMENTATION AND RECORD KEEPING: ➤ Secure, consolidate, record and maintain facts and information ➤ Keep detailed and accurate records ➤ Track activities and ensure that, where appropriate, follow-up is made ➤ Process paperwork promptly, accurately, and with close attention to details	

<ul style="list-style-type: none"> ➤ Document important aspects of decision and actions 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>QUALITY:</p> <ul style="list-style-type: none"> ➤ Develop and/or maintain acceptable standards for work results ➤ Ensure standards and procedures are carefully followed ➤ Attend to details (proofing work, tests, ideas or concepts in advance) ➤ Complete high quality work according to specifications 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>ORGANIZATIONAL RELATIONSHIPS:</p> <ul style="list-style-type: none"> ➤ Negotiate and cooperate with others to accomplish utilization of available resources to accomplish objectives ➤ Develop and maintain smooth working relationships with subordinates and co-workers in one's own and other organizational units ➤ Provide assistance and share information required by other group members to achieve their objectives 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>ORAL AND WRITTEN COMMUNICATIONS:</p> <ul style="list-style-type: none"> ➤ Communicate effectively, thoroughly and accurately ➤ Facilitate interactions with others through effective questioning and active listening ➤ Communicate ideas and opinions in a clear and concise manner ➤ Provide complete, reliable and prompt information to management 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> ➤ Apply knowledge to solve job-related problems for timely corrective action ➤ Understand and define problems ➤ Determine which problems require immediate attention ➤ Assess the strengths and weaknesses of solutions and recommend appropriate action plans ➤ Participate in and contribute to group problem solving 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>PRODUCTIVITY:</p> <ul style="list-style-type: none"> ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increases work pace, when necessary, to meet deadlines ➤ Efficiently computes, compares, copies and/or processes data 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>ATTENDANCE AND PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use District time conscientiously ➤ Be present at work site/station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately and to set an example for subordinates 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>SAFETY/MAINTENANCE: Ensure the safety of self and others by:</p> <ul style="list-style-type: none"> ➤ Having weekly staff meetings to promote safety awareness ➤ Proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Pointing out and correcting unsafe conditions and actions to employees ➤ Making employees accountable for their safety conduct ➤ Setting the standards and commitment of employees for a safe work environment ➤ Participate in District-wide safety training 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>ADDITIONAL COMMENTS:</p>	

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE:

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR:

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by:

Date:

Approved by:

Date:

Promotion/Step Increase Percentage/Longevity: _____
(circle one)

Effective Date:

Assistant General Manager approval:
(if applicable)

Date:

General Manager approval:

Date:

Employee has submitted a "Voluntary Pre-Appraisal Form."

*Employee's signature: _____ Date: _____

*Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors

Revised 2/2105

Date received by Human Resources: _____



- Public Affairs Specialist
- Human Resources Manager
- Secretary
- Safety & Risk Administrator

PROFESSIONAL PERFORMANCE APPRAISAL

Name _____ Grade _____ Dept. # _____

Period Covered _____ Date Hired _____

Achieved Current Grade/Step _____ Employee # _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.

Goal/Objective:	Findings:
	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
DOCUMENTATION AND RECORDKEEPING:	
<ul style="list-style-type: none"> ➤ Secure, consolidate, record and maintain facts and information ➤ Keep detailed and accurate records; track activities and ensure that, where appropriate, follow-up is made ➤ Process paperwork promptly, accurately and with close attention to details ➤ Document important aspects of decisions and actions; record important details rather than relying on memory alone 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
COMMUNICATION:	
<ul style="list-style-type: none"> ➤ Communicate effectively, thoroughly and accurately through written and oral means ➤ Facilitate interactions with others through effective questioning and active listening ➤ Communicate ideas and opinions in a clear and concise manner ➤ Share information required by other employees and organizational units to achieve their objectives ➤ Provide complete, reliable and prompt information to supervisors and others as needed 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
QUALITY:	
<ul style="list-style-type: none"> ➤ Complete work thoroughly, accurately and according to specifications ➤ Produce output with a minimum number of errors or problems ➤ Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
KNOWLEDGE:	
<ul style="list-style-type: none"> ➤ Apply current developments within areas of responsibility ➤ Keep up to date on the latest developments in the areas of expertise, and apply these developments to solve problems and improve processes ➤ Serve as resource person or expert on whom others rely for information ➤ Apply job relevant technical skills 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
ANALYSIS/PROBLEM SOLVING:	
<ul style="list-style-type: none"> ➤ Apply knowledge to solve job-related problems for timely corrective action ➤ Understand and define problems ➤ Determine which problems require immediate attention 	

<ul style="list-style-type: none"> ➤ Assess the strengths and weaknesses of solutions and recommend appropriate action plans ➤ Consult others when appropriate 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>PLANNING AND WORK ORGANIZATION:</p> <ul style="list-style-type: none"> ➤ Plan, organize and schedule current and future work ➤ Accurately estimate and allocate time to complete projects ➤ Modify plans to adjust for unforeseen situations such as changes in resources, organization, policies and technology ➤ Develop realistic action plans with time schedules, critical dates and resource estimates 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>COOPERATION/COMMITMENT:</p> <ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and outside of the department ➤ Provide assistant and share information required by other group members to achieve their objectives ➤ Remain calm when dealing with irate customers or clients ➤ Gain the respect of others, influence others and sell ideas 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>PRODUCTIVITY:</p> <ul style="list-style-type: none"> ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines ➤ Efficiently compute, compare, copy and/or process data 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>ATTENDANCE & PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use company time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
<p>SAFETY/MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

ADDITIONAL COMMENTS:

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE:

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR:

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by:

Date:

Approved by:

Date:

Promotion/Step Increase Percentage/Longevity: _____
(circle one)

Effective Date:

Assistant General Manager approval:
(if applicable)

Date:

General Manager approval:

Date:

Employee has submitted a "Voluntary Pre-Appraisal Form."

***Employee's signature:** _____ **Date:** _____

**Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors*

Date received by Human Resources: _____



- Engineering Tech III
- Lead System Operator
- Utility Tech
- Mechanical Technician
- Lead Plant Operator
- Equipment Tech
- GIS Specialist

TECHNICAL—LEAD LEVEL PERFORMANCE APPRAISAL

Name _____ Grade _____ Dept. # _____

Period Covered _____ Date Hired _____

Achieved Current Grade/Step _____ Employee # _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective:	Findings:
	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
QUALITY:	
<ul style="list-style-type: none"> ➤ Complete work thoroughly, accurately and according to specifications ➤ Produce output with a minimum number of errors or problems ➤ Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
LEADERSHIP:	
<ul style="list-style-type: none"> ➤ Gain the understanding, support and effective action of others to achieve objectives ➤ Train employees through direct performance feedback and job coaching ➤ Provide clear instructions and explanations to employees when giving assignments ➤ Motivate employees through example and challenge ➤ Demonstrate flexibility in adjusting leadership techniques and styles when working with subordinates of different skills and abilities ➤ Ability to use judgment in making appropriate decisions in a timely manner 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
ENFORCEMENT OF DEPARTMENTAL STANDARDS:	
<ul style="list-style-type: none"> ➤ Support of supervisor's decisions, determinations and directions ➤ Demonstration of effective work methods and procedures ➤ Consistent implementation of departmental policies, rules and procedures ➤ Support of District Personnel Regulations and policies by example 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PLANNING/PRODUCTIVITY	
<ul style="list-style-type: none"> ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines ➤ Efficiently compute, compare, copy and/or process data ➤ Display flexibility in prioritizing assignments in order to avoid crises 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
COOPERATION/COMMITMENT:	
<ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and 	

<p>outside of the department</p> <ul style="list-style-type: none"> ➤ Follow instructions and accept work assignments willingly ➤ Accept and offer constructive criticism in a positive manner ➤ Remain clam when dealing with irate customers or clients ➤ Display willingness to assist others during light work periods ➤ Display flexibility regarding scheduling of lunches, breaks and work hours when necessary to complete job 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>KNOWLEDGE OF JOB:</p> <ul style="list-style-type: none"> ➤ Understand job procedures, equipment and methods ➤ Know the established work/administrative procedures ➤ Understand the operation and limitations of all equipment used on the job ➤ Demonstrate the ability to make improvements in processes and work flow ➤ Apply job relevant technical skills 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>DIAGNOSING, TROUBLESHOOTING AND REPAIRING PROBLEMS:</p> <ul style="list-style-type: none"> ➤ Identify causes of problems at the component, unit or system level ➤ Be aware of actual and potential problems in the area ➤ Detect and locate a problem in a document, unit or component ➤ Troubleshoot or determine the cause of the problem ➤ Correct the problem or error in a document, unit or component by repairing and replacing defects in a thorough and efficient manner. ➤ Develop new or better ways of doing things 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>DOCUMENTATION AND RECORD KEEPING:</p> <ul style="list-style-type: none"> ➤ Keep accurate records and document actions, methods and/or procedures ➤ Keep required records up to date for responsible functions and maintain a backup for permanent files ➤ Process paperwork promptly, accurately and with attention to detail ➤ Follow proper procedures in producing and processing reports and documents 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COMMUNICATION:</p> <ul style="list-style-type: none"> ➤ Communicate clearly, thoroughly and accurately through written and oral means ➤ Provide complete, reliable and prompt information to supervisors and others as needed ➤ Ensure transfer of information about assignments, schedules and the like across shifts or departments ➤ Communicate courteously and effectively with management, co-workers and customers. 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ATTENDANCE & PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use company time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>SAFETY/MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

ADDITIONAL COMMENTS:

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE:

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR:

APPROVALS & ACKNOWLEDGMENTS: (Include signature of other supervisor(s), if warranted.)

Evaluated by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Promotion/Step Increase Percentage/Longevity: _____
(circle one)

Effective Date: _____

Assistant General Manager approval: _____ **Date:** _____
(if applicable)

General Manager approval: _____ **Date:** _____

Employee has submitted a "Voluntary Pre-Appraisal Form."

***Employee's signature:** _____ **Date:** _____

*Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors

Date received by Human Resources: _____

Revised 4/03, 3/05, 6/08, 2/15



Backflow/Cross-Conn Tech
 ms Tech Plant Operator II

Laboratory Tech I II System Operator I II
 Maintenance Electrician WH/Purchasing Specialist
 Environ. Comp. Tech Welding Tech

Eng.

Instrument. & Controls Spec. Cust. Svc. Specialist

TECHNICAL—JOURNEY LEVEL PERFORMANCE APPRAISAL

Name _____ Grade _____ Dept. # _____

Period Covered _____ Date Hired _____

Achieved Current Grade/Step _____ Employee # _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.

Goal/Objective:	Findings:
	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

QUALITY: <ul style="list-style-type: none"> ➤ Complete work thoroughly, accurately and according to specifications ➤ Produce output with a minimum number of errors or problems ➤ Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
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PRODUCTIVITY: <ul style="list-style-type: none"> ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines ➤ Efficiently compute, compare, copy and/or process data ➤ Display flexibility in prioritizing assignments in order to avoid crises 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
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KNOWLEDGE OF JOB: <ul style="list-style-type: none"> ➤ Understand job procedures, equipment and methods ➤ Know the established work/administrative procedures ➤ Understand the operation and limitations of all equipment used on the job ➤ Demonstrate the ability and judgment to make improvements in processes and work flow ➤ Apply job relevant technical skills 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
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DIAGNOSING, TROUBLESHOOTING AND REPAIRING PROBLEMS: <ul style="list-style-type: none"> ➤ Identify causes of problems at the component, unit or system level ➤ Know actual and potential problems in the area ➤ Detect and locate a problem in a document, unit or component ➤ Troubleshoot or determine the cause of the problem ➤ Repair or correct problems in a document, unit or component ➤ Correct errors thoroughly and efficiently ➤ Repair or replace defective components ➤ Develop new or better ways of doing things 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
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COOPERATION/COMMITMENT: <ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and outside of the department ➤ Follow instructions and accept work assignments willingly ➤ Accept and offer constructive criticism in a positive manner ➤ Remain calm when dealing with irate customers or clients ➤ Display willingness to assist others during light work periods ➤ Display flexibility regarding scheduling of lunches, breaks and work hours when necessary to complete job 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
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DOCUMENTATION AND RECORD KEEPING: <ul style="list-style-type: none"> ➤ Keep accurate records and document actions, methods 	
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<p>and/or procedures</p> <ul style="list-style-type: none"> ➤ Keep required records up to date for responsible functions and maintain a backup for permanent files ➤ Process paperwork promptly, accurately and with attention to detail ➤ Follow proper procedures in producing and processing reports and documents 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ATTENDANCE & PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use company time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COMMUNICATION:</p> <ul style="list-style-type: none"> ➤ Communicate clearly, thoroughly and accurately through written and oral means ➤ Provide complete, reliable and prompt information to supervisors and others as needed ➤ Ensure transfer of information about assignments, schedules and the like across shifts or departments ➤ Communicate courteously and effectively with management, co-workers and customers 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>SAFETY/MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

ADDITIONAL COMMENTS:

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE:

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR:

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by:

Date:

Approved by:

Date:

Promotion/Step Increase Percentage/Longevity: _____
(circle one)

Effective Date:

Assistant General Manager approval:
(if applicable)

Date:

General Manager approval:

Date:

Employee has submitted a "Voluntary Pre-Appraisal Form."

***Employee's signature:** _____ **Date:** _____

**Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors*

Date received by Human Resources: _____

Revised 4/03, 3/05, 7/05, 6/08, 8/09, 2/15



Utility Worker I II
 Equipment Mechanic

- Plant Operator I-T I
 Plant Maintenance Worker

TECHNICAL—APPRENTICE LEVEL PERFORMANCE APPRAISAL

Name _____ Grade _____ Dept. # _____

Period Covered _____ Date Hired _____

Achieved Current Grade/Step _____ Employee # _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.

Goal/Objective:	Findings: <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
QUALITY: <ul style="list-style-type: none"> ➤ Complete work according to direction ➤ Produce output with only an acceptable amount of errors ➤ Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PRODUCTIVITY: <ul style="list-style-type: none"> ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
KNOWLEDGE OF JOB: <ul style="list-style-type: none"> ➤ Understand job procedures, equipment and methods ➤ Know the established work/administrative procedures ➤ Apply job relevant technical skills 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
COOPERATION/COMMITMENT: <ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and outside of the department ➤ Follow instructions and accept work assignments willingly ➤ Remain clam when dealing with irate customers or clients ➤ Display flexibility regarding scheduling of lunches, breaks and work hours when necessary to complete job 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
DOCUMENTATION AND RECORD KEEPING: <ul style="list-style-type: none"> ➤ Keep accurate records and document actions, methods and/or procedures ➤ Keep required records up to date for responsible functions and maintain a backup for permanent files ➤ Process paperwork promptly, accurately and with attention to detail ➤ Follow proper procedures in producing and processing reports and documents 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
ATTENDANCE & PUNCTUALITY: <ul style="list-style-type: none"> ➤ Use company time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
COMMUNICATION: <ul style="list-style-type: none"> ➤ Communicate clearly, thoroughly and accurately through written and oral means ➤ Provide complete, reliable and prompt information to supervisors and others as needed ➤ Communicate courteously and effectively with 	

management, co-workers and customers.	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
SAFETY/MAINTENANCE: <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

ADDITIONAL COMMENTS:

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE:

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR:

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Promotion/Step Increase Percentage/Longevity: _____
(circle one)

Effective Date: _____

Assistant General Manager approval: _____ **Date:** _____
(if applicable)

General Manager approval: _____ **Date:** _____

Employee has submitted a "Voluntary Pre-Appraisal Form."

***Employee's signature:** _____ **Date:** _____

*Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors

Date received by Human Resources: _____

Revised 7/05



- Acct./Cust. Svc. Asst. I II
- Administrative Office Specialist
- Customer Service Rep. I II

- Administrative Asst. to Watermaster
 Operations Specialist

ADMINISTRATIVE/CLERICAL PERFORMANCE APPRAISAL

Name _____ Grade _____ Dept. # _____

Period Covered _____ Date Hired _____

Achieved Current Grade/Step _____ Employee # _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective:	Findings:
	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
QUALITY: <ul style="list-style-type: none"> ➤ Complete work thoroughly, accurately and according to specifications ➤ Produce output with a minimum number of errors or problems ➤ Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PRODUCTIVITY: <ul style="list-style-type: none"> ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines ➤ Efficiently compute, compare, copy and/or process data 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
COMMUNICATION: <ul style="list-style-type: none"> ➤ Communicate clearly, thoroughly and accurately through written and oral means ➤ Provide complete, reliable and prompt information to supervisors and others as needed ➤ Ensure transfer of information about assignments, schedules and the like across shifts or departments ➤ Communicate courteously and effectively with management, co-workers and customers. 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
KNOWLEDGE OF JOB: <ul style="list-style-type: none"> ➤ Understand job procedures, equipment and methods ➤ Know the established work/administrative procedures ➤ Understand the operations and limitations of all equipment used on the job ➤ Demonstrate the ability to make improvements in processes and workflow. ➤ Apply job relevant technical skills 	<input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

<p>WORK ORGANIZATION/PLANNING</p> <ul style="list-style-type: none"> ➤ Use methods and arrange priorities as necessary to complete a task ➤ Schedule time effectively ➤ Display flexibility in prioritizing assignments in order to avoid crises ➤ Request or obtain information needed to complete a job 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>DOCUMENTATION & RECORD KEEPING</p> <ul style="list-style-type: none"> ➤ Keep accurate records and document actions, methods and/or procedures ➤ Keep required records up to date for responsible functions and maintain a backup for permanent files ➤ Process paperwork promptly, accurately and with attention to detail ➤ Follow proper procedures in producing and processing reports and documents 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COOPERATION/COMMITMENT:</p> <ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and outside of the department ➤ Follow instructions and accept work assignments willingly ➤ Accept and offer constructive criticism in a positive manner ➤ Remain calm when dealing with irate customers or clients ➤ Display willingness to assist others during light work periods ➤ Display flexibility regarding scheduling of lunches, breaks and work hours when necessary to complete job 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> ➤ Recognize problem situations and respond to them successfully ➤ Select optimal solutions to problems ➤ Weight alternatives before making decisions ➤ Present alternatives when proposing courses of action ➤ Consult others when appropriate 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ATTENDANCE & PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use company time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>SAFETY/MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training 	<p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

ADDITIONAL COMMENTS:

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE:

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR:

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by:

Date:

Approved by:

Date:

Promotion/Step Increase Percentage/Longevity: _____
(circle one)

Effective Date:

Assistant General Manager approval:
(if applicable)

Date:

General Manager approval:

Date:

Employee has submitted a "Voluntary Pre-Appraisal Form."

***Employee's signature:** _____ **Date:** _____

**Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors*

Date received by Human Resources: _____

Revised 4/03, 11/15

AGREEMENT

This agreement is made and entered into this _____ day of _____ 20 ____, by and between Fallbrook Public Utility District, hereinafter denoted as "District" and _____, hereinafter denoted as "Employee."

WHEREAS, the District requires Plant Operators for operating the District's wastewater treatment system on a schedule to fit the current needs of the District and requires such Employees to serve "On-Call" during a workweek; and,

WHEREAS, the purpose of this agreement is to set forth the terms and conditions of employment and requirements associated with Employee's performance of "On-Call Time" as they exist between the District and the Employee; and,

WHEREAS, "On-Call" shall mean the same as the term "Stand-by," and,

WHEREAS, other terms and conditions of employment are set forth in the District Regulations and Civil Service Rules and,

WHEREAS, the Employee is classified as a Plant Operator-in-Training, I, II, or-Lead Plant Operator; and,

WHEREAS, the District has informed the Employee and the Employee acknowledges that as a condition of employment the Employee is required to serve "On-Call" during a regularly scheduled workweek; and,

WHEREAS, for the purposes of this agreement, "On-Call" shall mean that time in a workweek other than the scheduled work hours, during which an employee is required to be able to be contacted by telephone and be able to report to the District office building within forty-five (45) minutes;

WHEREAS, the District will designate the rotation of the Plant Operators' schedules to fit the needs of the District; and

WHEREAS, for the purposes of this agreement, "split-shift day" shall mean any workday(s) when more than one shift is on duty;

NOW, THEREFORE, it is mutually agreed:

SECTION I: WORKWEEK

The Plant Operators' regularly scheduled workweek will be four consecutive days on and three consecutive days off without regard for Saturdays, Sundays, or holidays as off days. These schedules by the District may be adjusted by the Chief Plant Operator from time to time as required by the demands of Federal, State, or local agencies and/or requirements of the customers of the District. The Chief Plant Operator's workweek will be scheduled to fit the current needs of the District as determined by the Assistant General Manager, and he may be required to fill in for Plant Operators during scheduled vacations, sick leave, or other unscheduled times, as required to ensure continuity of service.

SECTION II: WORKDAY

A regularly scheduled workday will be ten (10) hours.

SECTION III: OVERTIME PREMIUMS

The Plant Operators will receive extra compensation for all hours worked in excess of forty (40) per workweek.

SECTION IV: ON CALL

(a) "On-Call Time" is time in a workweek when an employee is called to work while "On-Call." The employee shall be paid for time worked as provided in sections I-III above.

(b) That the Employee is not working while "On-Call" for the District, and is not required to remain on the District's premises, and is free to engage in his own pursuits, subject only to the understanding that he be available to receive messages, and be able to report to the District office within forty-five (45) minutes from the time he is called to work, and is considered as "waiting to be engaged" rather than "engaged to wait" as defined under the Fair Labor Standards Act of 1971 and amendments thereto.

(c) The Employee may engage in his own pursuits when he is on "On-Call" and not while being paid on his regularly scheduled workweek.

(d) The District and the Employee agree that "On-Call" hours shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regular hourly rate.

(e) The District agrees to pay and the Employee agrees to accept the amount of compensation for "On-Call" served as may from time to time be established by the Board of Directors of the District, which is currently \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Shift operators agree to be "On-Call" per schedules established by the Chief Plant Operator. The compensation for "On-Call" shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regular hourly rate, but it will be added to the regular hourly rate for purposes of determining overtime pay rates. When an employee is called to physically report to work while "On-Call," he will be compensated at one and one-half (1-1/2) times this adjusted hourly rate, for a minimum of two (2) hours in addition to the compensation for "On-Call" served. Employees called into work on a District observed holiday shall be paid double time.

(f) On-Call employees who have the ability to make necessary operational or maintenance changes from a remote location by telephone or computer shall first attempt to resolve the problem from the remote location. Incidents lasting less than fifteen (15) minutes prior to 9 p.m. and after 6 a.m. are covered by the daily On-call amount of \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Incidents lasting fifteen (15) minutes or more shall be eligible for a minimum of thirty (30) minutes or the actual length of the incident of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the On-Call employee cannot resolve the problem and is required to physically respond, only the two hour minimum of overtime pay per incident will apply. Each contact and response is considered one incident, i.e. the On-Call employee may be contacted by telephone and solve the problem by verbal response or via a computer.

(g) Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance shall prior to 9 p.m. and after 6 a.m. be eligible for a minimum of fifteen (15) minutes or the actual length of the telephone call of overtime pay for each response. Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance after 9 p.m. and before 6 a.m. shall be eligible for a minimum of thirty (30) minutes or the actual length of the telephone call of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the employee who is not On-Call is required to physically respond, there will be no compensation for the telephone call and regular call-out overtime rules shall apply.

(h) Any split shift day shall be paid at the rate of one-half of the current "On-Call" rate.

(i) If an employee has to work between the hours of 10 p.m. and 7 a.m. for a minimum of three hours, the next day the employee will receive one hour of paid "rest leave" for each of those hours worked, providing the next day is a regularly scheduled work day.

- Employees working until their regular start time will continue working and leave work early by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours).
- Employees that complete their work prior to 6 a.m. will report to work later than their regular start time by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours.)

Examples:

- *An employee begins work at 10 p.m. and finishes work at 2 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday. (10 p.m. to 2 a.m. = 4 hours) Employee would report at 11 a.m. if their regularly scheduled start time is 7 a.m.*
- *An employee begins work at 1 a.m. and finishes work at 2:30 a.m. The employee would not receive any paid "rest leave" because they did not work a minimum of three hours. (1 a.m. to 2:30 a.m. = 1.5 hours)*
- *An employee begins work at 3 a.m. and finishes work at 7 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday. The employee would continue to work and leave work four hours earlier than their regular quitting time (3 a.m. to 7 a.m. = 4 hours)*

(j) Assuming a start time of 7 a.m., if an employee works continuously (including lunch, dinner and breaks) from the start of their regular workday until 10 p.m., every hour worked past 10 p.m. will result in one

hour of paid “rest leave” the following day, providing the next day is a regularly scheduled workday. The specific hours of the “rest leave” will be scheduled by the supervisor.

“Rest leave” will not count as time worked for the purposes of calculating overtime.

In the event of an unexpected catastrophic emergency or natural disaster, the General Manager may, by necessity, suspend or modify the use or means of “rest leave.”

The federal regulations pertaining to commercial drivers’ working hour limits shall take precedence over this policy for District personnel using a commercial license.

IN WITNESS WHEREOF, the parties hereto have set their hands this day, month and year first above written.

FALLBROOK PUBLIC UTILITY DISTRICT

By _____
General Manager

Witness

Employee

Board Approved Effective Date 7/96
Board Approved Revision Date 6/97, 9/97, 1/98, 2/00, 4/04, 7/05, 2/06, 3/06, 2/08, 12/09, 7/11, 1/13, 7/15

AGREEMENT

This agreement is made and entered into this _____ day of _____ 20 ____, by and between Fallbrook Public Utility District, hereinafter denoted as "District" and _____, hereinafter denoted as "Employee."

WHEREAS, the District requires an Acting Plant Operator from time to time for operating the District's wastewater system on a schedule to fit the current needs of the District and may require such Employee to serve "On-Call" during a workweek; and,

WHEREAS, the purpose of this agreement is to set forth the terms and conditions of employment and requirements associated with Employee's performance of "On-Call Time" as they exist between the District and the Employee; and,

WHEREAS, "On-Call" shall mean the same as the term "Stand-by," and,

WHEREAS, other terms and conditions of employment are set forth in the District Regulations and Civil Service Rules and the Memorandum of Understanding; and,

WHEREAS, the Employee is classified as an Acting Plant Operator; and,

WHEREAS, the District has informed the Employee and the Employee acknowledges that as a condition of employment the Employee may be required to serve "On-Call" during a regularly scheduled workweek; and,

WHEREAS, for the purposes of this agreement, "On-Call" shall mean that time in a workweek other than the scheduled work hours, during which an employee is required to be able to be contacted by telephone and be able to report to the District office building within forty-five (45) minutes;

WHEREAS, the District will designate an Acting Plant Operator at the discretion of the Assistant General Manager to fit the needs of the District; and

WHEREAS, for the purposes of this agreement, "split-shift day" shall mean any workday(s) when more than one shift is on duty;

NOW, THEREFORE, it is mutually agreed:

SECTION I: WORKWEEK

The Acting Plant Operator workweek will be scheduled to fit the current needs of the District as determined by the Assistant General Manager without regard for weekends, holidays or otherwise scheduled "off days." A workweek shall consist of a total of 40 hours.

SECTION II: WORKDAY

A regularly scheduled workday for Acting Plant Operator will be ten (10) hours but may be adjusted to fit the current needs of the District.

SECTION III: OVERTIME PREMIUMS

The Acting System Operator will receive extra compensation for all hours worked in excess of forty (40) per workweek.

SECTION IV: ON CALL

(a) "On-Call Time" is time in a workweek when an employee is called to work while "On-Call." The employee shall be paid for time worked with a minimum of two hours as provided in sections I-III above. (b) That the Employee is not working while "On-Call" for the District, and is not required to remain on the District's premises, and is free to engage in his own pursuits, subject only to the understanding that he be available to receive messages, and be able to report to the District office within forty-five (45) minutes from the time he is called to work, and is considered as "waiting to be engaged" rather than "engaged to wait" as defined under the Fair Labor Standards Act of 1971 and amendments thereto. (c) The Employee may engage in his own pursuits when he is on "On-Call" and not while being paid on his regularly scheduled workweek.

(d) The District and the Employee agree that "On-Call" hours shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regular hourly rate. (e) The District agrees to pay and the Employee agrees to accept the amount of compensation for "On-Call" served as may from time to time be established by the Board of Directors of the District, which is currently \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Shift operators agree to be "On-Call" per schedules established by the Chief Plant Operator. The compensation for "On-Call" shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regular hourly rate, but it will be added to the regular hourly rate for purposes of determining overtime pay rates. When an employee is called to physically report to work while "On-Call," he will be compensated at one and one-half (1-1/2) times this adjusted hourly rate, for a minimum of two (2) hours in addition to the compensation for "On-Call" served. Employees called into work on a District observed holiday shall be paid double time.

(f) Any split shift day shall be paid at the rate of one-half of the current "On-Call" rate.

(g) On-Call employees who have the ability to make necessary operational or maintenance changes from a remote location by telephone or computer shall first attempt to resolve the problem from the remote location. Incidents lasting less than fifteen (15) minutes prior to 9 p.m. and after 6 a.m. are covered by the daily On-call amount of \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Incidents lasting fifteen (15) minutes or more shall be eligible for a minimum of thirty (30) minutes or the actual length of the incident of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the On-Call employee cannot resolve the problem and is required to physically respond, only the two hour minimum of overtime pay per incident will apply. Each contact and response is considered one incident, i.e. the On-Call employee may be contacted by telephone and solve the problem by verbal response or via a computer.

(h) Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance shall prior to 9 p.m. and after 6 a.m. be eligible for a minimum of fifteen (15) minutes or the actual length of the telephone call of overtime pay for each response. Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance after 9 p.m. and before 6 a.m. shall be eligible for a minimum of thirty (30) minutes or the actual length of the telephone call of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the employee who is not On-Call is required to physically respond, there will be no compensation for the telephone call and regular call-out overtime rules shall apply.

(i) If an employee has to work between the hours of 10 p.m. and 7 a.m. for a minimum of three hours, the next day the employee will receive one hour of paid "rest leave" for each of those hours worked, providing the next day is a regularly scheduled work day.

- Employees working until their regular start time will continue working and leave work early by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours).
- Employees that complete their work prior to 6 a.m. will report to work later than their regular start time by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours.)

Examples:

- *An employee begins work at 10 p.m. and finishes work at 2 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday. (10 p.m. to 2 a.m. = 4 hours) Employee would report at 11 a.m. if their regularly scheduled start time is 7 a.m.*
- *An employee begins work at 1 a.m. and finishes work at 2:30 a.m. The employee would not receive any paid "rest leave" because they did not work a minimum of three hours. (1 a.m. to 2:30 a.m. = 1.5 hours)*
- *An employee begins work at 3 a.m. and finishes work at 7 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday.*

The employee would continue to work and leave work four hours earlier than their regular quitting time(3 a.m. to 7 a.m. = 4 hours)

(j) Assuming a start time of 7 a.m., if an employee works continuously (including lunch, dinner and breaks) from the start of their regular workday until 10 p.m., every hour worked past 10 p.m. will result in one hour of paid "rest leave" the following day, providing the next day is a regularly scheduled workday. The specific hours of the "rest leave" will be scheduled by the supervisor.

"Rest leave" will not count as time worked for the purposes of calculating overtime.

In the event of an unexpected catastrophic emergency or natural disaster the General Manager may, by necessity, suspend or modify the use or means of "rest leave."

The federal regulations pertaining to commercial drivers' working hour limits shall take precedence over this policy for District personnel using a commercial license.

IN WITNESS WHEREOF, the parties hereto have set their hands this day, month and year first above written.

FALLBROOK PUBLIC UTILITY DISTRICT

By _____

WITNESS

EMPLOYEE

Board Approved Effective Date 9/98
Board Approved Revision Date 2/00, 7/05, 2/06, 2/08, 12/09, 7/11, 1/13

AGREEMENT

This agreement is made and entered into this _____ day of _____ 20 ____, by and between Fallbrook Public Utility District, hereinafter denoted as "District" and _____, hereinafter denoted as "Employee."

WHEREAS, the District requires System Operators for operating the District's water supply system on a schedule to fit the current needs of the District and requires such Employees to serve "On-Call" during a workweek; and,

WHEREAS, the purpose of this agreement is to set forth the terms and conditions of employment and requirements associated with Employee's performance of "On-Call" as they exist between the District and the Employee; and,

WHEREAS, "On-Call" shall mean the same as the term "Stand-by," and,

WHEREAS, other terms and conditions of employment are set forth in the District Regulations and Civil Service Rules and the Memorandum of Understanding; and,

WHEREAS, the Employee is classified as a Lead System Operator, or System Operator I, II and,

WHEREAS, the District has informed the Employee and the Employee acknowledges that as a condition of employment the Employee is required to serve "On-Call" during a regularly scheduled workweek; and,

WHEREAS, for the purposes of this agreement, "On-Call" shall mean that time in a workweek during his four work days other than the scheduled work hours, during which an employee is required to be able to be contacted by telephone and be able to report to the District office building within forty-five (45) minutes;

WHEREAS, the District needs a System Operator to work five days a week in lieu of being "On-Call"; and,

WHEREAS, the District will designate the rotation of System Operators' schedules to fit the needs of the District; and

WHEREAS, for the purposes of this agreement, "split-shift day" shall mean any workday(s) when more than one shift is on duty;

NOW, THEREFORE, it is mutually agreed:

SECTION I: WORKWEEK

The "On-Call Schedule" System Operators' regularly scheduled workweek will be four consecutive days on and three consecutive days off without regard for Saturdays, Sundays, or holidays as off days. System Operators not on the "On-Call Schedule" will work Monday through Friday, without regard for holidays. These schedules by the District may be adjusted by the System Operations Manager from time to time as required by the demands of Federal, State, or local agencies and/or requirements of the customers of the District. The System Operations Manager's workweek will be scheduled to fit the current needs of the District as determined by the Assistant General Manager and he may be required to fill in for System Operators during scheduled vacations, sick leave, or other unscheduled times, as required to ensure continuity of service.

SECTION II: FIXED SALARY

The Employee's fixed salary is compensation at straight pay for forty (40) hours for up to forty (40) hours worked each regularly scheduled workweek.

SECTION III: WORKDAY

A regularly scheduled workday for "On-Call Schedule" System Operators will be ten (10) hours. System Operators not on the "On-Call Schedule" will work eight (8) hours per day.

SECTION IV: OVERTIME PREMIUMS

The System Operators will receive extra compensation for all hours worked in excess of forty (40) per workweek.

SECTION V: ON CALL

(a) "On-Call Time" is time in a workweek when an employee is called to work while "On-Call." The employee shall be paid for time worked with a minimum of two hours as provided in sections I-III above.

(b) That the Employee is not working while "On-Call" for the District, and is not required to remain on the District's premises, and is free to engage in his own pursuits, subject only to the understanding that he be available to receive messages, and be able to report to the District office within forty-five (45) minutes from the time he is called to work, and is considered as "waiting to be engaged" rather than "engaged to wait" as defined under the Fair Labor Standards Act of 1971 and amendments thereto.

(c) The Employee may engage in his own pursuits when he is on "On-Call" and not while being paid on his regularly scheduled workweek.

(d) The District and the Employee agree that "On-Call" hours shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regular hourly rate.

(e) The District agrees to pay and the Employee agrees to accept the amount of compensation for "On-Call" served as may from time to time be established by the Board of Directors of the District, which is currently \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Shift operators agree to be "On-Call" per schedules established by the System Operations Manager. The compensation for "On-Call" shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regular hourly rate, but it will be added to the regular hourly rate for purposes of determining overtime pay rates.. When an employee is called to physically report to work while "On-Call," he will be compensated at one and one-half (1-1/2) times this adjusted hourly rate, for a minimum of two (2) hours in addition to the compensation for "On-Call" served. Employees called into work on a District observed holiday shall be paid double time.

(f) Any split shift day shall be paid at the rate of one-half of the current "On-Call" rate.

(g) On-Call employees who have the ability to make necessary operational or maintenance changes from a remote location by telephone or computer shall first attempt to resolve the problem from the remote location. Incidents lasting less than fifteen (15) minutes prior to 9 p.m. and after 6 a.m. are covered by the daily On-call amount of \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Incidents lasting fifteen (15) minutes or more shall be eligible for a minimum of thirty (30) minutes or the actual length of the incident of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the On-Call employee cannot resolve the problem and is required to physically respond, only the two hour minimum of overtime pay per incident will apply. Each contact and response is considered one incident, i.e. the On-Call employee may be contacted by telephone and solve the problem by verbal response or via a computer.

(h) Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance shall prior to 9 p.m. and after 6 a.m. be eligible for a minimum of fifteen (15) minutes or the actual length of the telephone call of overtime pay for each response. Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance after 9 p.m. and before 6 a.m. shall be eligible for a minimum of thirty (30) minutes or the actual length of the telephone call of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the employee who is not On-Call is required to physically respond, there will be no compensation for the telephone call and regular call-out overtime rules shall apply.

(i) If an employee has to work between the hours of 10 p.m. and 7 a.m. for a minimum of three hours, the next day the employee will receive one hour of paid "rest leave" for each of those hours worked, providing the next day is a regularly scheduled work day.

- Employees working until their regular start time will continue working and leave work early by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours).
- Employees that complete their work prior to 6 a.m. will report to work later than their regular start time by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours.)

Examples:

- *An employee begins work at 10 p.m. and finishes work at 2 a.m. The employee would receive four hours of paid “rest leave” the next day, providing the next day is a regularly scheduled workday. (10 p.m. to 2 a.m. = 4 hours) Employee would report at 11 a.m. if their regularly scheduled start time is 7 a.m.*
- *An employee begins work at 1 a.m. and finishes work at 2:30 a.m. The employee would not receive any paid “rest leave” because they did not work a minimum of three hours. (1 a.m. to 2:30 a.m. = 1.5 hours)*
- *An employee begins work at 3 a.m. and finishes work at 7 a.m. The employee would receive four hours of paid “rest leave” the next day, providing the next day is a regularly scheduled workday. The employee would continue to work and leave work 4 hours earlier than their regular quitting time(3 a.m. to 7 a.m. = 4 hours)*

(j) Assuming a start time of 7 a.m., if an employee works continuously (including lunch, dinner and breaks) from the start of their regular workday until 10 p.m., every hour worked past 10 p.m. will result in one hour of paid “rest leave” the following day, providing the next day is a regularly scheduled workday. The specific hours of the “rest leave” will be scheduled by the supervisor.

“Rest leave” will not count as time worked for the purposes of calculating overtime.

In the event of an unexpected catastrophic emergency or natural disaster, the General Manager may, by necessity, suspend or modify the use or means of “rest leave.”

The federal regulations pertaining to commercial drivers’ working hour limits shall take precedence over this policy for District personnel using a commercial license.

IN WITNESS WHEREOF, the parties hereto have set their hands this day, month and year first above written.

FALLBROOK PUBLIC UTILITY DISTRICT

By _____
General Manager

EMPLOYEE

WITNESS

Board Approved
Revision Date
8/92, 8/95, 7/96
6/97, 9/97, 1/98,
2/00, 4/04, 7/05,
2/06, 3/06, 2/08
12/09, 7/11

AGREEMENT

This agreement is made and entered into this _____ day of _____ 20 ____, by and between Fallbrook Public Utility District, hereinafter denoted as "District" and _____, hereinafter denoted as "Employee."

WHEREAS, the District requires an Acting Systems Operator from time to time for operating the District's water supply system on a schedule to fit the current needs of the District and may require such Employee to serve "On-Call" during a workweek; and,

WHEREAS, the purpose of this agreement is to set forth the terms and conditions of employment and requirements associated with Employee's performance of "On-Call" as they exist between the District and the Employee; and,

WHEREAS, "On-Call" shall mean the same as the term "Stand-by," and,

WHEREAS, other terms and conditions of employment are set forth in the District Regulations and Civil Service Rules and the Memorandum of Understanding; and,

WHEREAS, the Employee is classified as an Acting System Operator and holds a T2 certification; and,

WHEREAS, the District has informed the Employee and the Employee acknowledges that as a condition of employment the Employee may be required to serve "On-Call" during a regularly scheduled workweek; and,

WHEREAS, for the purposes of this agreement, "On-Call" shall mean that time in a workweek other than the scheduled work hours, during which an employee is required to be able to be contacted by telephone and be able to report to the District office building within forty-five (45) minutes;

WHEREAS, the District will designate an Acting System Operator at the discretion of the Assistant General Manager to fit the needs of the District; and

WHEREAS, for the purposes of this agreement, "split-shift day" shall mean any workday(s) when more than one shift is on duty;

NOW, THEREFORE, it is mutually agreed:

SECTION I: WORKWEEK

The Acting System Operator workweek will be scheduled to fit the current needs of the District as determined by the Assistant General Manager without regard for weekends, holidays or otherwise scheduled "off days." A workweek shall consist of a total of 40 hours.

SECTION II: WORKDAY

A regularly scheduled workday for Acting System Operator will be ten (10) hours but may be adjusted to fit the current needs of the District.

SECTION III: OVERTIME PREMIUMS

The Acting System Operator will receive extra compensation for all hours worked in excess of forty (40) per workweek.

SECTION IV: ON CALL

(a) "On-Call Time" is time in a workweek when an employee is called to work while "On-Call." The employee shall be paid for time worked with a minimum of two hours as provided in sections I-III above.

(b) That the Employee is not working while "On-Call" for the District, and is not required to remain on the District's premises, and is free to engage in his own pursuits, subject only to the understanding that he be available to receive messages, and be able to report to the District office within forty-five (45) minutes from the time he is called to work, and is considered as "waiting to be engaged" rather than "engaged to wait" as defined under the Fair Labor Standards Act of 1971 and amendments thereto.

(c) The Employee may engage in his own pursuits when he is on "On-Call" and not while being paid on his regularly scheduled workweek.

(d) The District and the Employee agree that "On-Call" hours shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regular hourly rate.

(e) The District agrees to pay and the Employee agrees to accept the amount of compensation for "On-Call" served as may from time to time be established by the Board of Directors of the District, which is currently \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Shift operators agree to be "On-Call" per schedules established by the System Operations Manager. The compensation for "On-Call" shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regular hourly rate, but it will be added to the regular hourly rate for purposes of determining overtime pay rates.. When an employee is called to physically report to work while "On-Call," he will be compensated at one and one-half (1-1/2) times this adjusted hourly rate, for a minimum of two (2) hours in addition to the compensation for "On-Call" served. Employees called into work on a District observed holiday shall be paid double time.

(f) On-Call employees who have the ability to make necessary operational or maintenance changes from a remote location by telephone or computer shall first attempt to resolve the problem from the remote location. Incidents lasting less than fifteen (15) minutes prior to 9 p.m. and after 6 a.m. are covered by the daily On-call amount of \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Incidents lasting fifteen (15) minutes or more shall be eligible for a minimum of thirty (30) minutes or the actual length of the incident of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the On-Call employee cannot resolve the problem and is required to physically respond, only the two hour minimum of overtime pay per incident will apply. Each contact and response is considered one incident, i.e. the On-Call employee may be contacted by telephone and solve the problem by verbal response or via a computer.

(g) Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance shall prior to 9 p.m. and after 6 a.m. be eligible for a minimum of fifteen (15) minutes or the actual length of the telephone call of overtime pay for each response. Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance after 9 p.m. and before 6 a.m. shall be eligible for a minimum of thirty (30) minutes or the actual length of the telephone call of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the employee who is not On-Call is required to physically respond, there will be no compensation for the telephone call and regular call-out overtime rules shall apply.

(h) Any split shift day shall be paid at the rate of one-half of the current "On-Call" rate.

(i) If an employee has to work between the hours of 10 p.m. and 7 a.m. for a minimum of three hours, the next day the employee will receive one hour of paid "rest leave" for each of those hours worked, providing the next day is a regularly scheduled work day.

- Employees working until their regular start time will continue working and leave work early by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours).
- Employees that complete their work prior to 6 a.m. will report to work later than their regular start time by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours.)

Examples:

- *An employee begins work at 10 p.m. and finishes work at 2 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday. (10 p.m. to 2 a.m. = 4 hours) Employee would report at 11 a.m. if their regularly scheduled start time is 7 a.m.*
- *An employee begins work at 1 a.m. and finishes work at 2:30 a.m. The employee would not receive any paid "rest leave" because they did not work a minimum of three hours. (1 a.m. to 2:30 a.m. = 1.5 hours)*
- *An employee begins work at 3 a.m. and finishes work at 7 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday.*

The employee would continue to work and leave work four hours earlier than their regular quitting time(3 a.m. to 7 a.m. = 4 hours)

(j) Assuming a start time of 7 a.m., if an employee works continuously (including lunch, dinner and breaks) from the start of their regular workday until 10 p.m., every hour worked past 10 p.m. will result in one hour of paid "rest leave" the following day, providing the next day is a regularly scheduled workday. The specific hours of the "rest leave" will be scheduled by the supervisor.

"Rest leave" will not count as time worked for the purposes of calculating overtime.

In the event of an unexpected catastrophic emergency or natural disaster, the General Manager may, by necessity, suspend or modify the use or means of "rest leave."

The federal regulations pertaining to commercial drivers' working hour limits shall take precedence over this policy for District personnel using a commercial license.

IN WITNESS WHEREOF, the parties hereto have set their hands this day, month and year first above written.
FALLBROOK PUBLIC UTILITY DISTRICT

By _____
General Manager

WITNESS

EMPLOYEE

Board Approved Effective Date 9/97
Board Approved Revision Date 2/00, 7/01, 7/05, 2/06, 2/08, 12/09, 7/11

STAND-BY AGREEMENT

This agreement is made and entered into this ____ day of _____, by and between the Fallbrook Public Utility District, a public service corporation of Fallbrook, Ca, hereinafter denoted as District" and _____ hereinafter denoted as "Employee."

WHEREAS, it has been an established practice of the District to require certain qualified employees to serve "On-Call," and

WHEREAS, the purpose of this agreement is to set forth the terms, conditions and requirements associated with the Employee's performance of "On-Call" as they exist between the District and Employee, and,

WHEREAS, the District has informed the Employee and Employee acknowledges that as a condition of employment the Employee may be required to be "On-Call" during off-duty hours on a regularly scheduled basis, and,

WHEREAS, for the purpose of this agreement, "On-Call" shall mean that time that an off duty Employee is required to remain at home or be available for receiving telephone or other messages during off duty hours.

NOW, THEREFORE, it is mutually agreed by and between the District and the Employee as follows:

(1) The Employee is not working while "On-Call" for the District, and is not required to remain on the District's premises, and is free to engage in his/her own pursuits, subject only to the understanding that he/she remain at home or be available to receive telephonic or other messages, and be available for work within forty-five (45) minutes from the time he/she is called to work, and is considered as "waiting to be engaged rather than "engaged to wait" as defined under the Fair Labor Standards Act of 1971 and amendments thereto.

(2) The District agrees to pay and the Employee agrees to accept the amount of compensation for "On-Call" served as may from time to time be established by the Board of Directors of the District, which is currently \$35 per day or \$50 for Saturdays, Sundays and District Holidays of duty.

(3) The District and Employee agree that the "On-Call" pay shall not be considered as waiting time and will not be counted as hours worked for purposes of computing the Employee's regularly hourly rate, but it will be added to the regular hourly rate for purposes of determining overtime pay rates.

(4) When the Employee is called to physically report for duty, he/she will be compensated at one and one half (1 1/2) times this adjusted hourly rate for a minimum of two (2) hours in addition to the compensation for "On- Call" served. Furthermore, the Employee agrees to contact the answering service after completing the call before re-engaging in personal pursuits. Total hours worked will be computed from the time of the first call out if the second call out is waiting.

(5) Employees "On Call" on any District Holiday shall receive double time for all hours worked.

(6) On-Call employees who have the ability to make necessary operational or maintenance changes from a remote location by telephone or computer shall first attempt to resolve the problem from the remote location. Incidents lasting less than fifteen (15) minutes prior to 9 p.m. and after 6 a.m. are covered by the daily On-call amount of \$35 per day or \$50 for Saturdays, Sundays and District Holidays. Incidents lasting fifteen (15) minutes or more shall be eligible for a minimum of thirty (30) minutes or the actual length of the incident of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the On-Call employee cannot resolve the problem and is required to physically respond, only the two hour minimum of overtime pay per incident will apply. Each contact and response is considered one incident, i.e. the On-Call employee may be contacted by telephone and solve the problem by verbal response or via a computer.

(7) Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance shall prior to 9 p.m. and after 6 a.m. be eligible for a minimum of fifteen (15) minutes or the actual length of the telephone call of overtime pay for each response. Non-exempt employees who are not On-Call that are contacted by On-Call personnel by telephone for assistance after 9 p.m. and before 6 a.m. shall be eligible for a minimum of thirty (30) minutes or the actual length of the telephone call of overtime pay for each response. Time paid shall not exceed 60 minutes in any 60 minute period. If the employee who is not On-Call is required to physically respond, there will be no compensation for the telephone call and regular call-out overtime rules shall apply.

(8) The Employee agrees to work the scheduled workweek as from time to time established by the District for his/her classification.

(9) The District agrees to publish "On-Call" work schedules at least thirty (30) days in advance.

(10) If an employee has to work between the hours of 10 p.m. and 7 a.m. for a minimum of three hours, the next day the employee will receive one hour of paid "rest leave" for each of those hours worked, providing the next day is a regularly scheduled work day.

- Employees working until their regular start time will continue working and leave work early by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours).
- Employees that complete their work prior to 6 a.m. will report to work later than their regular start time by the amount of hours worked during the time period of 10 p.m. and 7 a.m. (having had worked a minimum of three hours.)

Examples:

- *An employee begins work at 10 p.m. and finishes work at 2 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday. (10 p.m. to 2 a.m. = 4 hours) Employee would report at 11 a.m. if their regularly scheduled start time is 7 a.m.*
- *An employee begins work at 1 a.m. and finishes work at 2:30 a.m. The employee would not receive any paid "rest leave" because they did not work a minimum of three hours. (1 a.m. to 2:30 a.m. = 1.5 hours)*
- *An employee begins work at 3 a.m. and finishes work at 7 a.m. The employee would receive four hours of paid "rest leave" the next day, providing the next day is a regularly scheduled workday. The employee would continue to work and leave work four hours earlier than their regular quitting time(3 a.m. to 7 a.m. = 4 hours)*

(j) Assuming a start time of 7 a.m., if an employee works continuously (including lunch, dinner and breaks) from the start of their regular workday until 10 p.m., every hour worked past 10 p.m. will result in one hour of paid "rest leave" the following day, providing the next day is a regularly scheduled workday. The specific hours of the "rest leave" will be scheduled by the supervisor.

"Rest leave" will not count as time worked for the purposes of calculating overtime.

In the event of an unexpected catastrophic emergency or natural disaster, the General Manager may, by necessity, suspend or modify the use or means of "rest leave."

The federal regulations pertaining to commercial drivers' working hour limits shall take precedence over this policy for District personnel using a commercial license.

IN WITNESS THEREOF the parties hereto have set their hands this day, month, and year first above written.

FALLBROOK PUBLIC UTILITY DISTRICT

By _____

General Manager

WITNESS

EMPLOYEE

Board Approved
Effective Date
4/90
Board Approved

Revision Date

8/92, 6/97, 2/00, 7/01, 7/05, 2/06, 10/06, 2/08, 12/09, 7/11

FALLBROOK PUBLIC UTILITY DISTRICT

General Manager's Guidelines on Use of District Vehicles

A. Vehicles Assigned on a 24-hour per day basis

1. District vehicles will be assigned on a 24-hour per day basis to individuals serving in the following positions either in a regular or "acting" role:
 - 1 –Assistant General Manager (unless incumbent has chosen a vehicle allowance)
 - 0 –Operations Manager (unless incumbent has chosen a vehicle allowance)
 - 3 – (Field) Supervisors
 - System Service/Shop
 - Collection
 - Construction/Maintenance
 - 1 - System Operations Manager
 - 1 - Chief Plant Operator
 - 4 - "On-call" Duty staff (when on-call)
 - Distribution
 - Collection
 - Water System Operations
 - Wastewater Treatment
2. Each employee assigned a District vehicle on a 24-hour per day basis is also authorized to use the vehicle for transportation to and from their residence and to store the vehicle at their residence when the vehicle is not being used for District business. These employees may also use the vehicle for educational activities, personal errands during lunch breaks and on their way to and from work, and for medical appointments occurring during work hours.
3. Employees assigned a District vehicle for "on-call" duty may use the assigned District vehicle in lieu of their personal vehicles for transportation to places/events to facilitate their availability during their authorized "on-call" duty as long as the response time to the District offices does not exceed 45 minutes. However, District vehicles may not be parked at or near bars, casinos, adult entertainment establishments or other locations likely to reflect poorly on the District.
4. Employees assigned a District vehicle, whether on a 24-hour or "on-call" basis, are prohibited from hauling large personal purchases or items in the District vehicle.
5. Each employee assigned a District vehicle on a 24-hour per day basis is responsible for Social Security and income taxes relating to the commuting value and will comply with Internal Revenue Service regulations relating to de minimis use. Please see Section 11.27 of the personnel regulations for further information.

B. All District Vehicles

1. Transportation of non-District personnel in District vehicles for other than District business requires the approval of the General Manager or Administrative Services Manager/Treasurer.
2. Unless otherwise specified in these Guidelines, District employees may use District vehicles only for transportation required to perform their official District duties.
3. Employees must comply with all District policies and procedures and must remain sensitive to the public's perception of them while using District vehicles. The transportation of firearms, alcoholic beverages or illegal drugs is prohibited.

4. Use of any District vehicle outside of San Diego and Riverside Counties may be made only with the prior approval of the General Manager or Administrative Services Manager/Treasurer.
5. Only with prior approval of the General Manager or Administrative Services Manager/Treasurer may District employees other than those receiving a monthly car allowance, use their own private vehicles for transportation required to perform their official District duties and only if the employee maintains automobile insurance in at least the minimum amounts required by state law. In such instances, the employee shall receive reimbursement for mileage at established rates. However, such reimbursement shall not exceed the cost of roundtrip coach airfare from San Diego to the ultimate destination.
6. Exceptions to this policy can only be made through written authorization by the General Manager or in the absence of the General Manager, the Administrative Services Manager/Treasurer.

 Brian Brady
 General Manager

 Date

Board Approved Effective Date 9/00
Board Approved Revision Date 3/01,5/06, 11/07, 12/09, 7/11, 1/12, 1/13