



Agenda

San Miguel Community Services District

Organization & Personnel Committee Meeting

FRIDAY, AUGUST 19, 2016, 9:00 A.M.

SMCSD Boardroom 1150 Mission St. San Miguel, CA 93451

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

Public Comment: When public attendance is over ten (10) persons, the following policies will go into effect: Any person wishing to address the Board or Standing Committee, please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting.

If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and indicate which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held on the fourth Thursday of each month at 7:00 P.M in the CSD boardroom. The Agenda's are posted on the CSD's website at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for the public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD, Fire Station located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD, Fire Station located at 1150 Mission St., San Miguel, Ca during normal business hours.

- I. Call to Order- 9:00 AM**
- II. Pledge of Allegiance Director Kalvans**

III. Roll Call: Members Present: Chair Green _____ Director Kalvans _____

IV. Oral and Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a “Request to Speak” form and place in basket provided.

V. AGENDA

- 1. Review and Discuss Salary Adjustment for non-management, non-confidential staff members eligible for step increase in compensation**

Staff Recommendation: Discuss and make a recommendation that the Board approve salary adjustment for 2 staff members eligible for step increases and authorize General Manager to make adjustments based on satisfactory annual performance evaluation.

M _____ S _____

- 2. Review and Discussion of Proposed Timekeeping Policy and Guidelines**

Staff Recommendation: Review and Make recommendations to Board for approval and adoption of proposed timekeeping policy and guidelines.

M _____ S _____

VI. COMMITTEE COMMENT

This section is intended as an opportunity for Committee members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

VII. ADJOURNMENT

STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO) ss.
COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Account Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO district office on August 12, 2016.

Date: August 12, 2016

Tamara Parent

Tamara Parent, Account Clerk



San Miguel Community Services District Organization & Personnel Committee

Staff Report

August 19, 2015

AGENDA ITEM: V. 1

**SUBJECT: Discuss Salary Adjustment for non-management, non-confidential staff
Member eligible for step increase in compensation**

STAFF RECOMMENDATION:

Discuss and make recommendation to Board approving salary adjustment for 2 staff members eligible for step increase and authorize General Manager to make adjustments based on satisfactory annual performance evaluation.

BACKGROUND:

Annual performance evaluation of active District personnel is required by District Personnel Policies. Prior to commencement of a change in status, a merit or step pay increases, a salary adjustment request is required to be reviewed by Operations & Personnel Committee and to provide a recommendation for Board consideration.

An annual performance evaluation of Utility Operator I, David Tracey's position, has been completed. David Tracey as Utility Operator 1 was last reviewed for a merit increase in January 2016, which was late for the annual review and resulted in retroactive pay back to September 2015. Mr. Tracey has completed operator certification training and testing as specified in 2015-2016 goals. Specific goals in skill training and performance have been identified for his next performance evaluation period.

Personnel Policies state that step or merit increase in compensation may be authorized based on General Manager's recommendation with a satisfactory annual performance evaluation. This request is seeking authorization for a step increases effective with next payroll period, after Board approval, made retroactive if needed, from current Step 1 (\$17.94) to Step 2 (\$18.84) for Mr. Tracey.

An annual performance evaluation of Bookkeeper/Accounting, Michelle Farrar's position, has been completed. Specific objectives in skill training and work performance have been identified for her next performance evaluation period.

Personnel Policies state that step or merit increase in compensation may be authorized based on General Manager's recommendation with a satisfactory performance evaluation. Michelle as Bookkeeper/Accounting has being reviewed for mid-introductory period. This salary adjustment will align the position and salary schedule to Step 1, \$21.09 hourly for that position and will become effective upon Board approval.

FISCAL IMPACT:

The cost of this merit or step increase is \$3,962 gross yearly or \$330.17 gross per month. Merit increases were anticipated and projected for the FY 2016-17 Personnel budget expenses.

ACTION DISCUSSION:

Staff recommends that the Committee discuss and recommend to the Board to authorize the General Manager to award step/merit increase in compensation to Utility Operator 2 and Bookkeeper/Accounting effective as specified herein.

PREPARED BY:

Darrell W. Gentry

General Manager

APPENDIX "A" - COMPENSATION STEP SCHEDULE March 24 2016

CLASSIFICATION	RANGE	Existing	PROPOSED	Existing	PROPOSED	Existing	PROPOSED	BARGAINING UNIT								
		STEP 1	Step 1	STEP 2	STEP 2	STEP 3	STEP 3	STEP 4	STEP 4	STEP 5	STEP 5	at step 1	at step 1	at step 5	at step 5	
Administrative																
Account Clerk 1/Accounting	hourly	\$0.00	\$14.99	\$0.00	\$15.74	\$0.00	\$16.53	\$0.00	\$17.35	\$0.00	\$18.22	\$0	\$15,590	\$0	\$18,949	NM-NC
Account Clerk 2/Operations Coordinator	hourly	\$0.00	\$18.22	\$0.00	\$19.13	\$0.00	\$20.09	\$0.00	\$21.09	\$0.00	\$22.15	\$0	\$37,899	\$0	\$23,033	NM-C
Accountant	hourly	\$18.00	\$22.15	\$18.90	\$23.25	\$19.85	\$24.42	\$20.25	\$25.64	\$20.66	\$26.92	\$37,440	\$23,033	\$0	\$27,997	NM-C
Bookkeeper/Accounting	hourly	\$0.00	\$21.09	\$0.00	\$22.15	\$0.00	\$23.26	\$0.00	\$24.42	\$0.00	\$25.44	\$0.00	\$43,867	\$0.00	\$52,915	
Utility																
Utility Worker	hourly	\$0.00	\$12.75	0	\$13.39	0	\$14.06	0	\$14.76	0	\$15.50	\$0	\$13,260	\$0	\$16,118	NM NC
Utility Operator 1	hourly	\$14.00	\$15.50	\$16.00	\$16.27	\$17.50	\$17.09	\$19.00	\$17.94	\$20.50	\$18.84	\$29,120	\$32,235	\$42,640	\$39,182	NM-NC
Utility Operator 2 (new)	hourly	\$0.00	\$17.94	\$0.00	\$18.84	\$0.00	\$19.78	\$0.00	\$20.77	\$0.00	\$21.81	\$0	\$37,316	\$0	\$45,358	NM-NC
Utility Operator 3 (new)	hourly	\$0.00	\$20.77	\$0.00	\$21.81	\$0.00	\$22.90	\$0.00	\$24.04	\$0.00	\$25.24	\$0	\$43,198	\$0	\$52,508	NM-NC
Utility Crew Supervisor	hourly	\$23.00	\$26.51	\$25.25	\$27.83	\$27.50	\$29.22	\$29.75	\$30.68	\$31.25	\$32.22	\$47,840	\$55,133	\$65,000	\$67,015	NM - C
Contractual																
General Manager	(contract)															N/A
Asst Fire Chief	(contract)															N/A
Fire Chief	(contract)															N/A

NOTES:

NM-C = Non-Management - Confidential
 NM-NC = Non-Management -Non Confidential
 Account Clerk -full time --to be vacant. (Existing beginning rate=\$14.99, max rate with 2% COLA granted 10/22/2015)
 Account Clerk 1/Accounting position is a vacant, new part-time only
 Bookkeeper/Accounting position is a new title and part-time position at \$19.00 . Michelle Farrar --Bookkeeper/Accounting
 Account Clerk 2/Operations Coordinator is new Tamara Parent -- from Account Clerk to Account Clerk 2/Operations Coordinator
 Existing Utility Operator to be Utility Operator 1
 Utility Operator 2 & 3 positions are new David Tracey -- from Utility Operator to Utility Operator 2
 Utility Worker position is new as part-time only

Step 1 assumes full time hours
 Step 5 assumes full time hours at 5 years



San Miguel Community Services District Organization & Personnel Committee

Staff Report

August 19, 2015

AGENDA ITEM: V. 2

SUBJECT: Review and Discussion of Proposed Timekeeping Policy and Guidelines

STAFF RECOMMENDATION:

Discuss and make recommendation to Board approving proposed timekeeping policy and guidelines for non-management District personnel.

BACKGROUND:

The District Board authorized the purchase of a biometric timekeeping system from TimeClock Plus and software in early 2016. The installation and the timekeeping system were done in late April-May in conjunction with installation of SCADA system. Software purchase was also completed and integrated with Black Mountain System payroll and accounting software. Training for TimeClock Plus for bookkeeper and GM has been completed.

A timekeeping policy and guidelines for non-management District personnel is needed to ensure consistency in the use of the new timekeeping system. The following policy and guidelines are recommended for discussion and approval by the Board with Committee input.

PROPOSED TIMEKEEPING POLICY AND GUIDELINES

Purpose: To establish and maintain an orderly, consistent employee behavior toward District efforts for accountability and monitor of work shift time, the District is setting forth these timekeeping policies and guidelines for all non-exempt full time, part time and temporary employees. Exempt employees and/or contract employees who are exempt from the minimum wage and overtime requirement of the Federal Fair Labor Standard Act ("FLSA") shall be excluded from these policies and guidelines.

1) All non-exempt full time, part time and temporary employees are required to clock in at the beginning of work shift, inclusive of normal office hours and utility or operations as defined in Section 3.3 of District Personnel Guidelines, and clock out at the end of work shift using biometric timekeeping system.

Exempt employees or contract employees who are exempt from the minimum wage and overtime requirements of the Federal Fair Labor Standard Act (“FLSA”) shall be excluded from this requirement.

- 2) All non-exempt full time, part time and temporary employees are required to clock out and clock in for lunch period, doctor appointments.
- 3) All non-exempt full time, part time and temporary employees Called Back as an assigned On-call duty employee for weekend or weekday, holidays and other times not considered regular hours of work are required to clock in and clock out for that period of time performing On-Call duty.
- 4) No other person or employee, non-exempt and exempt, shall be allowed to clock in and/or out for another employee. An employee, non-exempt and exempt, found to have clock in and/or out for another employee shall be in violation of this policy and subject to disciplinary action as set forth in Chapter 10 of District Personnel Policy and Guidelines.
- 5) District non-exempt employees, who also perform duties as volunteer firefighters for the District shall clock out when reporting for firefighter call-out and clock in when duty assignment is completed. For a volunteer firefighter call-out lasting 30 minutes or less, District non-exempt employees responding to the call-out shall be paid their regular employee hourly rate of compensation. For call-outs lasting 30 minutes or more, District non-exempt employees responding to the call-out shall be compensated using the appropriate volunteer firefighter stipend pay.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption and implementation of this timekeeping policy and guidelines.

ACTION DISCUSSION:

Staff recommends that the Committee discuss and make a recommend to the Board to authorize the proposed timekeeping policy and guidelines as set forth above.

PREPARED BY:

Darrell W. Gentry

General Manager