Article 8 Compensation

Sec. 8.1 Retirement. Effective on the date of employment, all regular and regular part-time employees become participants of the California Public Employees' Retirement System (CalPERS).

A more detailed description of the CalPERS plan is available in Human Resources.

(a) Employees retiring after July 1, 2003, and having no break in dental or vision coverage, may participate with their spouses or domestic partners registered with the State of California (Domestic Partner) in the District's dental and vision plan at the same rate as current employees, but at their own expense.

(b) An employee who has completed a minimum of 15 years of service with the Valley Center Municipal Water District and will be at least age 55 at the time of retirement shall be eligible to receive a 7% salary increase provided they submit written notification of his or her intent to retire at least one year prior to the date of retirement. This salary increase is not PERSable and, consequently, will not be reported to CalPERS as compensation earnable. If, in the view of the District, unforeseen adverse circumstances prohibit the employee from retiring at the end of notice one-year period, the employees will be allowed to continue employment with the District, but at a salary reduced by the equivalent amount of the 7% retirement enhancement salary increase, and the employee will not be again eligible for the retirement enhancement salary increase.

Sec. 8.2 Overtime. Overtime work shall be considered to be any work in excess of forty (40) hours in any regular work week, or any work in excess of the assigned work day shift of eight (8) or nine (9) hours per day, or work on any holidays recognized by the District.

Any overtime work requires preapproval of an employee's department head or supervisor. Or, in case of emergency, an employee may be required by his/her immediate supervisor to work overtime.

When approved overtime work is incurred, an employee shall be compensated for such work in either of the following manners. Management employees are exempt from reimbursement for overtime hours worked. Management includes all department heads and above.

(a) Compensatory time off may be elected by the employee (to the maximum allowed under Section 8.17) for any overtime worked.

Per Ordinance No. 2008-05 Adopted 6/16/08 [Sec. 8.2]
Per Ordinance No. 2014-05 Adopted 8/4/14 [Sec. 8.1(b)]

Sec. 8.2 Overtime (Cont'd.)

(b) Overtime shall be paid the employee at the rate of time and one-half, unless otherwise specified herein.

(c) Overtime hours worked between 10:00 p.m. and 7:00 a.m. shall be compensated at the rate of double time, with the following exception: If the overtime work begins on or after 5:30 a.m., compensation for time worked between 5:30 a.m. and 7:00 a.m. shall be at the rate of time and one-half.

(d) Employees who have worked at least four (4) hours in an overtime capacity in excess of normal working hours shall, upon commencement of the employee's assigned normal work shift, remain at the applicable overtime rate, until released from duty.

(e) Employees assigned to work a holiday observed by the District may choose, in lieu of overtime pay, equal time off, up to eight (8) hours during the same pay period. If scheduling does not provide for time off in the same pay period, equal time, up to eight (8) hours, will be added to vacation and can be used in accordance with current rules covering use of vacation leave.

(f) Hours worked on New Year's Day, July 4th, Thanksgiving and Christmas Day shall be compensated at double time.

(g) Overtime worked on any Sunday will be compensated at double time.

Sec. 8.3 Meals During Overtime. Employees required to work overtime will be provided a meal, at District expense, beginning at 7:00 p.m. and every four (4) hours thereafter, provided the overtime has been continuous and is expected to continue at least one (1) hour beyond the scheduled meal. The price of the meal will be limited to what is reasonable based on the circumstances at that time. No alcoholic beverage or drugs will be consumed by any District employee at any meal provided under this section. During all meal periods, employees are free to spend their meal period time as they choose, are free to leave District premises and are entirely relieved of all work responsibilities.

Per Ordinance No. 224 Adopted 7/1/91 [Sec. 8.3]
Per Ordinance No. 224 Adopted 7/1/91 [Sec. 8.2(c)(g)]
Per Ordinance No. 242 Adopted 6/29/92 [Sec. 8.2(f)]
Per Ordinance No. 2008-05 Adopted 6/16/08 [Sec. 8.2(c, d & e)]
Per Ordinance No. 2018-18 Adopted 11/5/18 [Sec. 8.3]

Sec. 8.4 Acting Pay. The District's General Manager may temporarily appoint an employee to an "acting" position for the convenience of the District. The purpose of acting pay is to compensate employees assigned to a more highly compensated position for an extended period. It is not intended to apply to cross training assignments. The employee so appointed shall be compensated in the form of a ten percent (10%) salary increase beginning fifteen (15) working days after the initial assignment and on the first day of any successive scheduled assignment in the same fiscal year provided the successive assignment exceeds five (5) working days.

If the acting duties are shared by more than one (1) person, the ten percent (10%) salary increase would be shared accordingly; i.e., two (2) persons sharing one (1) employee's duties would each receive a five percent (5%) increase in their respective salaries.

If only a percent of the duties of the position will be performed by the appointed person(s), the acting pay shall coincide with the actual percentage of duties so performed; i.e. whoever is appointed and assigned forty percent (40%) of the duties shall receive four percent (4%) acting pay.

Sec. 8.5 Call Back Pay. Call back pay work is work required of an employee who, following completion of the employee's work day and departure from the employee's work site, is ordered to report back to duty to perform necessary work. To qualify for the call back pay provision, the employee must leave the place from which the employee is called and actually report to a work site. Time worked will be measured from portal to leaving District yard at end of job and will be rounded to next full hour.

An employee called back to work, as defined above, shall receive a minimum of two (2) hour's pay at the overtime rate provided in Section 8.2.

If employees resolve problems by telephone without reporting to the worksite and the response is in excess of 0.25 hours or SCADA computer access is required, the employees shall receive a minimum of one (1) hour at the overtime rate provided in Section 8.2. For standby duty or after hours phone calls requiring up to 0.25 hours for response, which do not require SCADA computer access, employees will receive one-half (.5) hour pay at applicable overtime rate rather than one (1) hour.

Per Ordinance No. 99-4 Adopted 6/21/99 [Sec. 8.4]
Per Ordinance No. 2008-05 Adopted 6/16/08 [Sec. 8.5]

Sec. 8.6 Standby Pay

(a) Standby Duty Pay. The employee assigned to the overnight standby duty shall receive $44.59 for the overnight standby shift plus a minimum of two (2) hours pay at applicable overtime rates for the first call back in each overnight standby shift. Any successive call backs in the same overnight standby shift will be paid for actual time worked at applicable overtime rates.

Exempt employees are not eligible to receive standby pay.

(b) Weekend/Holiday Standby Pay. The employees assigned overnight standby duty on Fridays shall receive the standby pay as set forth in Section 8.6(a) for the overnight standby shift. The employees assigned to twenty-four (24) hour standby duty on Saturdays, Sundays and holidays shall receive $85.37 per twenty-four (24) hour standby shift. The employees shall receive a minimum of two (2) hours pay at applicable overtime rates for the first call back in each shift. Any successive call backs in the same shift will be paid for actual time worked at applicable overtime rates.

Exempt employees are not eligible to receive weekend/holiday standby pay.

Sec. 8.7 Shift Differential Pay. Employees assigned to work a different shift from the District's regular work period of Monday through Thursday from 7:00 a.m. to 4:30 p.m., and on Friday from 7:00 a.m. to 3:30 p.m. for Field personnel and 7:00 a.m. to 3:30 p.m. for Office and Field Administrative personnel shall receive $2.01 per hour shift differential pay in addition to his/her regular pay for those hours worked other than the District's regular work period.

Sec. 8.8 Payroll Period and Pay Day. Payroll periods shall be on a biweekly basis beginning four (4) hours and one (1) minute into the workday on Friday and end 168 hours later. Pay checks will normally be distributed in the week following the end of the payroll period.

Per Ordinance No. 2026-08 Adopted 07/6/2026 (effective 06/26/2026 midshift) [Sec. 8.6 and 8.7]
Per Ordinance No. 2024-08 Adopted 06/17/2024 (effective 06/28/2024 midshift) [Sec. 8.6 and 8.7]
Per Ordinance No. 2023-07 Adopted June 19, 2023 [Sec. 8.6 and 8.7]
Per Ordinance No. 2022-10 Adopted July 5, 2022 [Sec. 8.6 and 8.7]
Per Ordinance No. 2021-09 Adopted July 6, 2021 [Sec. 8.6; 8.7 and 8.8]
Per Ordinance No. 2020-07 Adopted 7/6/20 [Sec. 8.6 & 8.7]
Per Ordinance No. 2008-05 Adopted 6/16/08 [Sec. 8.8]

Sec. 8.9 Compensation Policy - Position Classifications and Salary Ranges. This section sets forth the basic policies of the District. However, notwithstanding any policy set forth herein, the Board of Directors reserves the right and power to determine salary schedules and compensation of all employees after meeting and conferring with recognized employee associations and employee representatives.

It has been determined to be in the best interest of the Valley Center Municipal Water District to compensate its employees at salaries competitive with individuals being paid for comparable duties and responsibilities in public agencies providing similar services within the District's employment area, which is defined as San Diego and Southwestern Riverside Counties. Competitive compensation shall be deemed to be salary rates at 100%-105% of the mean salary paid for comparable duties and responsibilities in the employment area. Variance from this may be justified by circumstances and conditions specific to the Valley Center Municipal Water District.

(a) Position Classifications and Salary Ranges. The District shall review and evaluate the position classifications existing within the District as negotiated. Based on comparative studies made in the District's employment area, the General Manager may recommend to the Board of Directors that adjustments to all or any part of the salary ranges be made.

(b) Implementation of Findings. If, upon the review and evaluation of the position classifications by the District or by outside consultants, employees are found:

(1) to be compensated below the bottom of the recommended and adopted salary range for their respective position(s), then the affected employee(s) may receive a salary range adjustment increase effective with the adoption of the revised salary range, and such increase shall have no effect on subsequent meritorious salary consideration, or

(2) to be compensated above the top of the recommended range for their respective position(s), then subject employee(s) shall be deemed to be "above range", and shall retain the current pay level and qualification for annual cost of living increases, if awarded, as long as the incumbent employee(s) retains the present classification. Employees subsequently hired into the same classification shall be compensated within the salary range in effect at the time of hire.

(c) Classification and Compensation Plan. Simultaneously with submission of the fiscal year budget, a list of all positions required for the coming year, along with the recommended salary range for each position, are submitted. The Board, after full consideration of the recommendations, shall adopt a classification and compensation plan.

The present District salary ranges are shown on the immediately following pages.

Per Ordinance No. 99-4 Adopted 6/21/99 [Sec. 8.9(b)(2)]
Per Ordinance No. 2008-05 Adopted 6/16/08 [Sec. 8.9]
Per Ordinance No. 2008-05 Adopted 6/16/08 [Sec. 8.9(a)]
Per Ordinance No. 2020-07 Adopted 7/6/20 [Sec. 8.9(c)]

Sec. 8.9 Compensation Policy - Position Classifications and Salary Ranges (Cont'd.)

(c) Classification and Compensation Plan (Cont'd.) *Effective 06/26/2026, mid shift*

Classifications	Salary Range Number
General Manager	**As set by Board**
Executive Assistant/Secretary to the Board	25
Special Projects and Regulatory Compliance Manager	31
Administrative/Clerical Series	
Administrative Assistant I	14 (1)
Administrative Assistant II	16
Administrative Assistant II/Assistant Board Secretary	17
Administrative Assistant III	18
Administrative Assistant III/Assistant Board Secretary	19
Sr. Administrative Assistant	21
Administrative Supervisor	23
Engineering Series	
District Engineer	37
Senior Engineer	33
Engineer II	29
Engineer I	25
Project Coordinator	27
Project Manager	30.5
Engineering Technician I	19 (1)
Engineering Technician II	21
Engineering Technician III	23
Sr. Engineering Technician	25
Engineering Services Supervisor	27
GIS/Mapping Technician	21
GIS Analyst	23
Senior GIS Analyst	25
Construction Inspector I	18.5
Construction Inspector II	20.5
Construction Inspector III	22.5
Sr. Construction Inspector	24.5
Construction Inspector Supervisor	27
Finance, Accounting and Consumer Services Series	
Director of Finance and Administration	36.5
Accounting Specialist I	18
Accounting Specialist II	21
Manager of Accounting/Deputy Director of Finance and Administration	33

Notes: (1) Employees may be hired in the "Training Range", as defined by Section 5.3(e), hired at 15% below classification level.

(c) Classification and Compensation Plan (Cont'd.) *Effective 06/26/2026, mid shift*

Classifications	Salary Range Number
Finance (Cont'd)	
Consumer Services Assistant	16
Sr. Consumer Services Assistant	18
Consumer Services Supervisor	25
Manager of Human Resources	31
Human Resources Coordinator	27
Human Resources Analyst	25
Information Technology Series	
Director of Information Technology	36.5
Information Technology Specialist	23 (1) (2)
Sr. Information Technology Specialist	27
SCADA IT Administrator	29
Operations and Facility Maintenance Administration and Operating Divisions Series	
Director of Operations/Facilities	36.5
Environmental Compliance Manager/Deputy Director of Operations and Facilities	29.5
Safety & Regulatory Compliance Officer	25.0
Construction-Maintenance, Landscape Division	
Construction/Maintenance Technician I	17 (1) (2)
Construction/Maintenance Technician II	19.5
Construction/Maintenance Technician III	21.5
Sr. Construction/Maintenance Technician	23.5
Construction/Maintenance Supervisor	27
Landscape Maintenance Worker I	13 (1) (2)
Landscape Maintenance Worker II	15
Landscape Maintenance Worker III	17
Sr. Landscape Maintenance Worker	19
Meter Services Division	
Meter Services Technician I	17 (1) (2)
Meter Services Technician II	19.5
Meter Services Technician III	21.5
Sr. Meter Services Technician	23.5
Meter Services Supervisor	27

Notes: (1) Employees may be hired in the "Training Range", as defined by Section 5.3(e), hired at 15% below classification level.

(2) Employees may be hired as "Provisional Employees" and, as such, have two (2) years to obtain the licenses and certifications required to perform their specified duties or be subject to actions as described in Section 5.3(f)

(c) Classification and Compensation Plan (Cont'd.) *Effective 06/26/2026, mid shift*

Classifications	Salary Range Number
Pumps-Motors, Electrical, Fleet Maintenance Division	
Pump Facilities Technician I	17 (1) (2)
Pump Facilities Technician II	19.5
Pump Facilities Technician III	21.5
Sr. Pump Facilities Technician	23.5
Pumps and Motors Supervisor	27
Electrical Technician I	17
Electrical Technician II	19.5
Electrician	21.5
Sr. Electrician	23.5
Fleet Mechanic I	17 (1) (2)
Fleet Mechanic II	19.5
Fleet Mechanic III	21.5
Sr. Fleet Mechanic	23.5
Wastewater Operations Division	
Wastewater Systems Technician I	17 (1) (2)
Wastewater Systems Technician II	19.5
Wastewater Systems Technician III	21.5
Sr. Wastewater Systems Technician	23.5
Wastewater Systems Supervisor	27
Water Operations Division	
Water Systems Technician I	17 (1) (2)
Water Systems Technician II	19.5
Water Systems Technician III	21.5
Sr. Water Systems Technician	23.5
Water Systems Supervisor	27
Retired Annuitant	17-34(3)

Notes: (1) Employees may be hired in the "Training Range", as defined by Section 5.3(e), hired at 15% below classification level.

(2) Employees may be hired as "Provisional Employees" and, as such, have two (2) years to obtain licenses/ certifications required to perform their specified duties or be subject to actions as described in §5.3(f)

(3) Retired Annuitant's may be hired within the "Retired Annuitant" salary range based on the position classification.

Per Ordinance No. 2026-08 Adopted July 6, 2026 [Sec. 8.9(c)]
Per Ordinance No. 2026-05 Adopted May 4, 2026 [Sec. 8.9(c)]
Per Ordinance No. 2026-02 Adopted April 6, 2026 [Sec. 8.9(c)]
Per Ordinance No. 2026-01 Adopted January 20, 2026 [Sec. 8.9(c)]

Per Ordinance No. 2025-08 Adopted August 4, 2025 [Sec. 8.9(c)]
Per Ordinance No. 2024-12 Adopted December 16, 2024 [Sec. 8.9(c)]
Per Ordinance No. 2024-11 Adopted August 19, 2024 [Sec. 8.9(c)]
Per Ordinance No. 2023-07 Adopted June 19, 2023 [Sec. 8.9(c)]
Per Ordinance No. 2022-10 Adopted July 5, 2022 [Sec. 8.9]
Per Ordinance No. 2021-09 Adopted July 6, 2021 [Sec. 8.9(c)]
Per Ordinance No. 2020-07 Adopted 7/6/20 [Sec. 8.9(c)]

Sec. 8.9 (c) Classification and Compensation Plan (Cont'd) Effective *06/26/2026* Mid-shift

RANGE NO.	BIWEEKLY SALARY RANGE MIN	BIWEEKLY SALARY RANGE MAX	MONTHLY SALARY RANGE MIN	MONTHLY SALARY RANGE MAX	YEARLY SALARY RANGE MIN	YEARLY SALARY RANGE MAX	HOURLY SALARY RANGE MIN	HOURLY SALARY RANGE MAX
Gen Mgr	$10,192.31	$11,346.15	$22,083.33	$24,583.33	$265,000.00	$295,000.00	$127.404	$141.827
37.0	$7,160.64	$9,596.00	$15,514.72	$20,791.33	$186,176.64	$249,496.00	$89.508	$119.950
36.5	$6,988.08	$9,364.72	$15,140.84	$20,290.23	$181,690.08	$243,482.72	$87.351	$117.059
36.0	$6,819.68	$9,139.04	$14,775.97	$19,801.25	$177,311.68	$237,615.04	$85.246	$114.238
35.5	$6,655.36	$8,918.80	$14,419.95	$19,324.07	$173,039.36	$231,888.80	$83.192	$111.485
35.0	$6,494.96	$8,703.84	$14,072.41	$18,858.32	$168,868.96	$226,299.84	$81.187	$108.798
34.5	$6,338.40	$8,494.08	$13,733.20	$18,403.84	$164,798.40	$220,846.08	$79.230	$106.176
34.0	$6,185.68	$8,289.36	$13,402.31	$17,960.28	$160,827.68	$215,523.36	$77.321	$103.617
33.5	$6,036.56	$8,089.60	$13,079.21	$17,527.47	$156,950.56	$210,329.60	$75.457	$101.120
33.0	$5,891.12	$7,894.64	$12,764.09	$17,105.05	$153,169.12	$205,260.64	$73.639	$98.683
32.5	$5,749.12	$7,704.40	$12,456.43	$16,692.87	$149,477.12	$200,314.40	$71.864	$96.305
32.0	$5,610.56	$7,518.72	$12,156.21	$16,290.56	$145,874.56	$195,486.72	$70.132	$93.984
31.5	$5,475.36	$7,337.52	$11,863.28	$15,897.96	$142,359.36	$190,775.52	$68.442	$91.719
31.0	$5,343.44	$7,160.64	$11,577.45	$15,514.72	$138,929.44	$186,176.64	$66.793	$89.508
30.5	$5,214.64	$6,988.08	$11,298.39	$15,140.84	$135,580.64	$181,690.08	$65.183	$87.351
30.0	$5,088.96	$6,819.68	$11,026.08	$14,775.97	$132,312.96	$177,311.68	$63.612	$85.246
29.5	$4,966.32	$6,655.36	$10,760.36	$14,419.95	$129,124.32	$173,039.36	$62.079	$83.192
29.0	$4,846.64	$6,494.96	$10,501.05	$14,072.41	$126,012.64	$168,868.96	$60.583	$81.187
28.5	$4,729.84	$6,338.40	$10,247.99	$13,733.20	$122,975.84	$164,798.40	$59.123	$79.230
28.0	$4,615.84	$6,185.68	$10,000.99	$13,402.31	$120,011.84	$160,827.68	$57.698	$77.321
27.5	$4,504.64	$6,036.56	$9,760.05	$13,079.21	$117,120.64	$156,950.56	$56.308	$75.457
27.0	$4,396.08	$5,891.12	$9,524.84	$12,764.09	$114,298.08	$153,169.12	$54.951	$73.639
26.5	$4,290.08	$5,749.12	$9,295.17	$12,456.43	$111,542.08	$149,477.12	$53.626	$71.864
26.0	$4,186.72	$5,610.56	$9,071.23	$12,156.21	$108,854.72	$145,874.56	$52.334	$70.132
25.5	$4,085.84	$5,475.36	$8,852.65	$11,863.28	$106,231.84	$142,359.36	$51.073	$68.442
25.0	$3,987.36	$5,343.44	$8,639.28	$11,577.45	$103,671.36	$138,929.44	$49.842	$66.793
24.5	$3,891.28	$5,214.64	$8,431.11	$11,298.39	$101,173.28	$135,580.64	$48.641	$65.183
24.0	$3,797.44	$5,088.96	$8,227.79	$11,026.08	$98,733.44	$132,312.96	$47.468	$63.612
23.5	$3,705.92	$4,966.32	$8,029.49	$10,760.36	$96,353.92	$129,124.32	$46.324	$62.079
23.0	$3,616.64	$4,846.64	$7,836.05	$10,501.05	$94,032.64	$126,012.64	$45.208	$60.583
22.5	$3,529.52	$4,729.84	$7,647.29	$10,247.99	$91,767.52	$122,975.84	$44.119	$59.123
22.0	$3,444.40	$4,615.84	$7,462.87	$10,000.99	$89,554.40	$120,011.84	$43.055	$57.698
21.5	$3,361.44	$4,504.64	$7,283.12	$9,760.05	$87,397.44	$117,120.64	$42.018	$56.308
21.0	$3,280.40	$4,396.08	$7,107.53	$9,524.84	$85,290.40	$114,298.08	$41.005	$54.951
20.5	$3,201.36	$4,290.08	$6,936.28	$9,295.17	$83,235.36	$111,542.08	$40.017	$53.626
20.0	$3,124.24	$4,186.72	$6,769.19	$9,071.23	$81,230.24	$108,854.72	$39.053	$52.334
19.5	$3,048.88	$4,085.84	$6,605.91	$8,852.65	$79,270.88	$106,231.84	$38.111	$51.073
19.0	$2,975.44	$3,987.36	$6,446.79	$8,639.28	$77,361.44	$103,671.36	$37.193	$49.842
18.5	$2,903.76	$3,891.28	$6,291.48	$8,431.11	$75,497.76	$101,173.28	$36.297	$48.641
18.0	$2,833.76	$3,797.44	$6,139.81	$8,227.79	$73,677.76	$98,733.44	$35.422	$47.468
17.5	$2,765.44	$3,705.92	$5,991.79	$8,029.49	$71,901.44	$96,353.92	$34.568	$46.324
17.0	$2,698.80	$3,616.64	$5,847.40	$7,836.05	$70,168.80	$94,032.64	$33.735	$45.208
16.5	$2,633.76	$3,529.52	$5,706.48	$7,647.29	$68,477.76	$91,767.52	$32.922	$44.119
16.0	$2,570.32	$3,444.40	$5,569.03	$7,462.87	$66,828.32	$89,554.40	$32.129	$43.055
15.5	$2,508.32	$3,361.44	$5,434.69	$7,283.12	$65,216.32	$87,397.44	$31.354	$42.018
15.0	$2,447.92	$3,280.40	$5,303.83	$7,107.53	$63,645.92	$85,290.40	$30.599	$41.005
14.5	$2,388.88	$3,201.36	$5,175.91	$6,936.28	$62,110.88	$83,235.36	$29.861	$40.017
14.0	$2,331.36	$3,124.24	$5,051.28	$6,769.19	$60,615.36	$81,230.24	$29.142	$39.053
13.5	$2,275.12	$3,048.88	$4,929.43	$6,605.91	$59,153.12	$79,270.88	$28.439	$38.111
13.0	$2,220.32	$2,975.44	$4,810.69	$6,446.79	$57,728.32	$77,361.44	$27.754	$37.193
12.5	$2,166.80	$2,903.76	$4,694.73	$6,291.48	$56,336.80	$75,497.76	$27.085	$36.297
12.0	$2,114.56	$2,833.76	$4,581.55	$6,139.81	$54,978.56	$73,677.76	$26.432	$35.422
11.5	$2,063.60	$2,765.44	$4,471.13	$5,991.79	$53,653.60	$71,901.44	$25.795	$34.568
11.0	$2,013.92	$2,698.80	$4,363.49	$5,847.40	$52,361.92	$70,168.80	$25.174	$33.735
10.5	$1,965.36	$2,633.76	$4,258.28	$5,706.48	$51,099.36	$68,477.76	$24.567	$32.922
10.0	$1,918.00	$2,570.32	$4,155.67	$5,569.03	$49,868.00	$66,828.32	$23.975	$32.129
Retired Annuitant	$2,698.80	$8,289.36	$5,847.40	$17,960.28	$70,168.80	$215,523.36	$33.735	$103.617

Sec. 8.10 Merit Advancement Within Classification. The advancement of an employee within a classification is not automatic, but rather shall be the result of increased service value to the District. Service value shall be determined by recommendation of the supervisor and approval of the General Manager. Length of service, personal work performance record, special training and any other evidence that illustrates the employee has a greater value to the District shall be considered when determining merit increases.

All regular, full-time employees will be evaluated as to performance by their supervisor at least annually, on or before the employee's anniversary date. Depending upon the employee's evaluation, an increase in the employee's salary of up to five percent (5%) may be granted, assuming such room for advancement is available in the employee's salary range. It is anticipated that employees having been rated at "meets" or "exceeds" standards in all rating criteria, as well as having substantially completed the performance goals and objectives, certification requirements and continuing education requirements, and free of any disciplinary action in the prior year would be eligible for the maximum merit increase, if such room for advancement is available on the employee's salary range.

Sec. 8.11 Appointment of Position Vacancies. It is the policy of the District to appoint the most qualified individual for all position vacancies which might occur in the District work force. With this policy and the best overall interest of the District as the primary consideration, the District also encourages the promotion and lateral transfer of existing qualified employees with at least two (2) years of regular service with the District and a minimum of two (2) years in the employee's current position to fill vacant positions. The minimum service period requirements may be waived by the General Manager if such waiver is deemed necessary to meet the staffing needs of the District.

(a) All job opportunities for regular and regular part-time positions will be posted on the main bulletin board in the employees' break room for a minimum of ten (10) working days. Requirement of promotion or transfer shall be no different from that required of an employee hired from outside. The announcement shall include:

1. Title of position to be filled
2. Job description of position to be filled
3. Final date to apply (a minimum of seven days after posting)
4. Where to apply or who to contact
5. Tests that will be required of applicants (typing, driving, etc.)
6. Job related certificate, experience and education requirements, if any
7. Pay range

Per Ordinance No. 2003-11 Adopted 7/7/03 [Sec. 8.10]
Per Ordinance No. 2008-05 Adopted 6/16/08 [Sec. 8.11]

Sec. 8.11 Appointment of Position Vacancies (Cont'd.)

(b) The employee wishing to be considered for promotion or transfer must make application on the District's supplied form by the date noted on the job posting.

(c) At the close of the posting period, the appropriate department head will review all applications. All efforts will be made to thoroughly evaluate the qualifications of the employees applying for promotion or lateral transfer.

(d) After review, the department head will confer with the General Manager as to the advisability of filling the vacancy from existing employees or the necessity to seek additional applicants from outside existing staff.

(e) The General Manager will make the final determination as to whether to fill the position from existing employee applicants or to seek additional applicants from outside the organization.

(f) The General Manager's determination shall be posted. If the determination is made to seek additional applicants, applications received from qualified regular employees will be given full consideration along with those received from outside.

(g) Advertisement for applicants to fill job opportunities not filled by promotion from within existing staff may not begin until the period provided in Section 8.11(a) has passed and any applications received from existing employees have been reviewed in conformance with Section 8.11(c), (d) and (e).

(h) The employee's promotion or lateral transfer will be complete at the conclusion of thirty (30) calendar days provided that the employee's work is satisfactory to the department head and General Manager. If the employee's work in the new position is unsatisfactory, the employee will be returned to the previous position held including, salary, merit evaluation status and any applicable salary adjustments, such as cost of living changes that may have occurred since the time of promotion.

Per Ordinance No. 205 Adopted 7/2/90 [Sec. 8.11]

Sec. 8.12 Uniforms. It is the District's policy that field employees shall wear complete uniforms at all times while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public.

(a) The District will pay the total cost of uniform laundry service for those employees assigned to wear District uniforms.

(b) Each employee assigned a uniform receives eleven (11) sets and he/she is considered responsible for each uniform. If any uniforms are lost or intentionally damaged, the employee will be held responsible for all costs required to repair or replace the uniform(s).

(c) Uniforms will be turned in at termination. Any intentionally damaged or missing uniforms will be charged against the employees' final paycheck.

(d) When an employee is off duty and engaging in after hour activities, the uniforms assigned him shall not be worn.

(e) Employees not provided a District uniform will receive a clothing allowance of $12.93 per biweekly pay period.

Sec. 8.13 Transportation. Please refer to Section 110.6.

Sec. 8.14 Safety Shoes. Annually, based upon a reasonably demonstrated need (excessive wear and/or loss of protective function) and with the approval of the General Manager or his designee, the District shall reimburse employees for the purchase of up to two (2) pairs of safety shoes at a cost not to exceed $300.00, including applicable taxes, per pair. Such approval shall not be unreasonably withheld. All safety shoes must meet the requirements and specifications of the American Society for Testing and Materials (ASTM) F2412-05, Standard Test Methods for Foot Protection, and ASTM F2413-05, Standard Specification for Performance Requirements for Foot Protection.

Per Ordinance No. 2024-08 Adopted 06/17/2024 [Sec. 8.14]
Per Ordinance No. 96-5 Adopted 7/1/96 [Sec. 8.14(a)&(b)]
Per Ordinance No. 2013-05 Adopted 8/19/13 [Sec. 8.12(e)]
Per Ordinance No. 2018-18 Adopted 11/5/18 [Sec. 8.14]

Sec 8.15 Safety Glasses. The District shall provide, at no expense to the employee, safety glasses for all employees who are required by the District to perform tasks involving a possible hazard to the eyes. Employees shall be required to obtain safety glasses from the approved occupational eyewear provider designated by the District. Authorization forms and details of the program shall be obtained from Human Resources or Safety Supervisor in advance of the purchase of safety glasses.

Prescription safety lenses, if required to be worn by the employee, shall be provided in accordance with applicable law. In no case shall prescription lenses be placed in other than safety frames meeting the American National Standards Institute (ANSI) standards, Z87.1.

Sec. 8.16 License Renewal. The District shall reimburse any regular, full-time employee for the cost of renewing any license or certificate (excluding Class C driver's licenses) the employee is required to possess as a condition of employment by the District, (including mandatory physicals) which the employee is required to renew during his/her term of employment.

Sec. 8.17 Compensatory Time. When approved overtime work is incurred, an employee can be remunerated for such work by receiving compensatory time. Per fiscal year, the maximum accumulation and amount of compensatory time that can be used is one hundred (100) hours. (Any compensatory time on the books at the end of the fiscal year, June 30th, will be transferred to the next fiscal year and applied toward the maximum one hundred (100) hours accrual for that year.)

The department head or supervisor shall apply discretion in determining when compensatory time off will be granted in order to continue the efficiencies of the particular department.

Sec. 8.18 Vehicle Allowance. A vehicle allowance is a monthly stipend provided to eligible employees approved by the General Manager. Eligible employees must hold a senior management position.

Eligible employees shall be paid two hundred dollars ($200.00) per month, payable in bi-weekly installments. Vehicle allowances are taxed at the current applicable tax rates and will be included in the employee's income for tax purposes. Vehicle allowances will not be considered a part of an employee's compensation for salary increase or calculation of other benefits.

Per Ordinance No. 2026-08 Adopted 7/6/26 [Sec. 8.18]
Per Ordinance No. 2019-04 Adopted 7/1/19 [Sec. 8.17]
Per Ordinance No. 2018-18 Adopted 11/5/18 [Sec. 8.15]