



MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that the President of the Board of Directors of the Mammoth Community Water District has called a **SPECIAL MEETING** to be held **THURSDAY, APRIL 18, 2024** at **5:45 P.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

AGENDA

5:45 P.M.

Roll Call

Directors Cage, Domaille, Hylton, Smith, and Thompson

Current Business

1. Discuss and Consider Adopting Resolution 04-18-24-12 – First Amended FY25 Salary and Authorized Positions Resolution No. 03-21-24-07:
 1. Adopt the Side Letter of Agreement (SLA) Between Mammoth Community Water District (District) and International Union of Operating Engineers, Local Union No. 12 (L12), Modifying the 2021-2026 Memorandum of Understanding (MOU) and Amending Salary Ranges for Represented Classes; and
 2. Amending Salary Ranges for Non-Represented Classes

Adjournment

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Wednesday, April 17, 2024

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

In compliance with the Americans with Disabilities Act, if you need a disability related modification or accommodation to participate in this meeting please call Stephanie Hake at (760) 934-2596 at least one full day before the meeting.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.

AGENDA ITEM

Subject: Discuss and Consider Adopting Resolution 04-18-24-12 – First Amended FY25 Salary and Authorized Positions Resolution No. 03-21-24-07:

1. Adopt the Side Letter of Agreement (SLA) Between Mammoth Community Water District (District) and International Union of Operating Engineers, Local Union No. 12 (L12), Modifying the 2021-2026 Memorandum of Understanding (MOU) and Amending Salary Ranges for Represented Classes; and
2. Amending Salary Ranges for Non-Represented Classes

Information Provided By: Chris Weibert, Human Resources Manager

Background

As part of the annual budgeting process staff prepare and present a resolution to the Board that defines the District's salary and authorized positions for the coming fiscal year. This Salary and Authorized Positions Resolution (SAPR) establishes rules for the application of District employee compensation rates, schedules, salary ranges and adjustments, and related requirements. It also shows the compensation rates and salary ranges negotiated with the bargaining units. Additionally, it establishes the number of permanent full-time positions in which persons may be employed within the various departments as approved in the budget for the coming fiscal year. Occasionally, the SAPR is amended mid-fiscal year.

Discussion

The District concluded reopener negotiations with L12 and brings the SLA to the Board for consideration and possible adoption. For Fiscal Year 2025, the SLA reflects a three percent (3%) increase to the salary range structure, and wage range adjustments to several represented classifications as a result of the Benefits and Compensation Study contracted by the District. For Fiscal Year 2026, the SLA reflects a three percent (3%) increase to the salary range structure. The attached SLA adds Exhibit I, Table IV, which is effective the first full pay period following Board adoption (i.e., April 21, 2024) and adds Exhibit I, Table V, which is effective April 1, 2025. All other terms and conditions of the existing MOU shall remain in full force and effect. The SLA has been reviewed and approved by District labor counsel.

The First Amended FY25 SAPR reflects a three percent (3%) increase to the salary range structure, and wage range adjustments to several classifications as a result of the Benefits and Compensation Study contracted by the District. The salary range changes are effective the first full pay period following Board adoption (i.e., April 21, 2024) for represented and non-represented classes. The particulars are as follows:

- Section 2, Subsection C. Alphabetical Class/Position Listing: Reflects the salary range structure to be effective the first full pay period following Board adoption (i.e., April 21, 2024) for represented classes under the current MOU and SLA.
- Section 2, Subsection C. Alphabetical Class/Position Listing: Reflects the salary range structure to be effective the first full pay period following Board adoption (i.e., April 21, 2024) for non-represented classes in accordance with direction from the Board of Directors and General Manager.

Also proposed to the Board for consideration and possible adoption is a one-time adjustment to the base pay of two percent (2%) across the board for represented staff and non-represented staff with the following exceptions:

- Should any employee's rate be increased by 2% or more as a result of the adjusted wage scale, that employee shall not receive the additional 2% increase.
- If any employee's rate is increased between 0% and 2%, as a result of the adjusted wage scale, that employee's rate shall be increased up to 2%.

The adoption of this SAPR implements the motions and actions of the Board in the approved FY25 budget, other motions to date for direction in drafting this final action, and General Manager classification maintenance plan direction. By adoption of this First Amended FY25 SAPR, the Board hereby directs responsible District staff to make the necessary technical and clerical corrections to this SAPR to implement the intent of the Board. Such corrections shall not alter, in any manner, the substance or intent of the Board in adopting this SAPR.

Fiscal Impact

A fiscal impact of \$162,000 was not included in the FY25 budget adopted by the Board. Adoption of the resolution amending the FY25 SAPR will increase the personnel budget by 2.1% and increase the total authorized FY25 Operating and Capital Budget by 0.78%.

Requested Action

Staff requests that the Board review and adopt Resolution No. 04-18-24-12, the First Amended FY25 Salary and Authorized Positions Resolution.

Attachment(s): First Amended FY24 Salary & Authorized Positions Resolution, No. 04-18-24-12
First Amended FY24 Salary & Authorized Positions Resolution, No. 04-18-24-12 Redlined
2024-04-17 Side Letter Reopener with Local 12

MAMMOTH COMMUNITY WATER DISTRICT
"WATER IS OUR FUTURE"



Fiscal Year 2025

(April 1, 2024, through March 31, 2025)

**Amended Salary and Authorized Positions
Resolution
Resolution No. 04-18-24-12**

SALARY AND AUTHORIZED POSITIONS RESOLUTION
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RESOLUTION NUMBER 04-18-24-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MAMMOTH COMMUNITY WATER DISTRICT AMENDING FOR FISCAL YEAR 2025 RULES FOR THE APPLICATION OF DISTRICT EMPLOYEE COMPENSATION RATES, SCHEDULES AND RELATED REQUIREMENTS, COMPENSATION RATES AND SCHEDULES FOR, AND THE NUMBER OF POSITIONS AUTHORIZED IN THE VARIOUS DEPARTMENTS AND OFFICES OF THE DISTRICT

BE IT RESOLVED by the Board of Directors of the Mammoth Community Water District as follows:

SECTION 1 – SPECIAL PROVISIONS APPLICABLE TO ALL CLASSES

Unless specified otherwise in a Section, the rules set forth in this Salary and Authorized Positions Resolution (“SAPR”) constitute special provisions applicable to all classes of employment in the District service; provided, however, that if any provision of a Memorandum of Understanding or the District’s Employment Rules and Regulations adopted and approved by the Board of Directors and currently in effect is clearly and specifically in conflict with any rule contained in this SAPR, the provision in such Memorandum of Understanding or Employee Rules and Regulations shall prevail.

SECTION 2 – ALPHABETICAL CLASS/POSITION LISTING

A. Definitions

1. Classification Title: Under the heading “Class Title” is designated the title of classification of job class and/or position.
2. Job Classification Number: Under the heading “JCN” is the job classification number, which identifies the job title for personnel accounting and classification maintenance purposes.
3. Federal Fair Labor Standards Act: Under the heading “FLSA” is the designation of classification under the Federal Fair Labor Standards Act. The following are the FLSA designations:

A – Administrative
E – Executive
P – Professional
L – Elective
N – Non-Exempt

Employees in classes that do not have an “N” are exempt from FLSA, and are not eligible for overtime or compensatory time off for overtime as provided for in the rules and regulations of the FLSA.

4. Probationary Period: Under the heading “PP” is the number of months for the probationary period of new incumbents.

5. Unit: Under the heading "Unit" is the designation of the registered bargaining unit which represents the classification. Non-represented classifications are designated as "NR" and elected officials are designated as "EL".
6. Salary Range: The figures under this heading represent the minimum and maximum salaries in an hourly equivalent. Actual placement and movement within the salary range is determined consistent with the Personnel Manual and merit-based performance factors.

B. Alphabetical Class/Position Listing, Effective April 21, 2024

SECTION 2 - ALPHABETICAL CLASS/POSITION LISTING

Effective April 21, 2024

Subsection B.

CLASSIFICATION TITLE	JCN	FLSA	PP (MONTHS)	UNIT	SALARY RANGE	
					MINIMUM HOURLY	MAXIMUM HOURLY
Account Clerk I	-	N	6	GEU	26.07	34.18
Account Clerk II	-	N	6	GEU	30.69	38.22
Account Clerk III	-	N	6	GEU	35.49	49.96
Administrative Analyst	0340	N	6	GEU	40.29	54.19
Administrative Analyst/Permits	0813	N	6	GEU	41.66	54.19
Administrative Assistant	0339	N	6	GEU	31.79	37.65
Assistant Engineer	0806	N	6	NR	43.15	51.80
Associate Engineer	0803	N	6	NR	56.38	67.64
Board of Directors, Member	-	L	-	EL	Stipend & Expenses	
Board of Directors, President	-	L	-	EL	Stipend & Expenses	
Board of Directors, Vice President	-	L	-	EL	Stipend & Expenses	
Construction Project Specialist	4705	N	6	GEU	42.13	50.91
District Engineer	0801	E	6	NR	77.86	99.06
Executive Assistant	0311	A	6	NR	47.40	56.87
Finance Manager	0501	E	6	NR	72.99	96.74
General Manager	0001	E	-	NR	Per Contract	
Heavy Equipment Operator and Line Maintenance Worker	-	N	6	GEU	31.50	39.13
Human Resources Manager	0201	E	6	NR	69.49	88.03
Information Services Manager	2201	E	6	NR	73.74	95.85
Information Systems Specialist	2212	N	6	GEU	48.09	58.19
Inspector	-	N	6	GEU	35.61	48.89
Instrumentation Technician	2804	N	6	GEU	42.13	50.91
Instrumentation Technician Supervisor	-	N	6	GEU	46.53	63.12
Laboratory Supervisor	1320	N	6	NR	52.13	72.18
Laboratory Technician	-	N	6	GEU	37.23	51.54
Line Maintenance Supervisor	1641	N	6	NR	52.13	72.18
Line Maintenance Technician	-	N	6	GEU	42.13	50.91
Line Maintenance Worker I	-	N	6	GEU	26.34	34.53
Line Maintenance Worker II	-	N	6	GEU	29.26	38.62
Line Maintenance Worker III	-	N	6	GEU	34.53	44.04

SECTION 2 - ALPHABETICAL CLASS/POSITION LISTING

Effective April 21, 2024

Subsection B.

CLASSIFICATION TITLE	JCN	FLSA	PP (MONTHS)	UNIT	SALARY RANGE	
					MINIMUM HOURLY	MAXIMUM HOURLY
Mechanical Maintenance Supervisor	-	N	6	NR	52.13	72.18
Mechanical Maintenance Technician	-	N	6	GEU	42.13	50.91
Mechanical Maintenance Worker I	-	N	6	GEU	26.34	34.53
Mechanical Maintenance Worker II	-	N	6	GEU	29.26	38.62
Mechanical Maintenance Worker III	-	N	6	GEU	34.53	44.04
Permit Official	-	N	6	GEU	37.65	45.19
Plant Maintenance Mechanical Technologist	4734	N	6	GEU	42.13	50.91
Plant Maintenance Worker I	4731	N	6	GEU	26.34	34.53
Plant Maintenance Worker II	4732	N	6	GEU	29.26	38.62
Plant Maintenance Worker III	4733	N	6	GEU	34.53	44.04
Plant Mechanical and Electrical Instrumentation Supervisor	4730	N	6	NR	52.13	72.18
Principal Administrative Analyst	0342	A	6	NR	55.60	72.18
Purchasing Agent	1150	N	6	GEU	33.75	45.27
Resource Monitoring Specialist/Water Treatment Plant Operator I	-	N	6	GEU	30.69	40.06
Resource Monitoring Specialist/Water Treatment Plant Operator II	-	N	6	GEU	36.49	47.74
Resource Monitoring Specialist/Water Treatment Plant Operator III	-	N	6	GEU	42.29	53.29
Risk Control/Safety Compliance Officer/Human Resources Generalist	-	A	6	NR	37.46	50.39
Senior Engineer	0802	P	6	NR	67.54	78.42
Staff Engineer	0804	N	6	NR	49.31	59.17
Storekeeper	1151	N	6	GEU	25.31	33.45
Technician Trainee	-	N	6	GEU	25.49	35.06
Utility Worker	-	N	6	GEU	25.08	31.03
Wastewater Treatment Plant Chief Operator	-	N	6	NR	56.51	75.30
Wastewater Treatment Plant Operator (OIT)/Laboratory Assistant	-	N	6	GEU	29.65	40.87
Water and Wastewater Maintenance Superintendent	0002	E	6	NR	69.49	92.09
Water and Wastewater Operations Superintendent	-	E	6	NR	69.49	92.09
Water Treatment Chief Operator	-	N	6	NR	52.13	72.18
Water Treatment Plant Operator I	-	N	6	GEU	30.69	40.06
Water Treatment Plant Operator II	-	N	6	GEU	36.49	47.74
Water Treatment Plant Operator III	-	N	6	GEU	42.29	53.29
Water/Wastewater Treatment Plant Operator I	-	N	6	GEU	30.69	40.06
Water/Wastewater Treatment Plant Operator II	-	N	6	GEU	36.49	47.74
Water/Wastewater Treatment Plant Operator III	-	N	6	GEU	42.29	53.29
Water/Wastewater Treatment Plant Operator-In-Training	-	N	6	GEU	28.08	37.27

SECTION 3 – AUTHORIZED POSITIONS TABLE

A. Definitions

1. General: This table establishes the number of permanent/regular, full-time and part-time positions in which persons may be employed by the District during the Fiscal Year. A change in the total number of authorized permanent/regular, full-time and part-time positions in a department or office shall only be accomplished by a resolution adopted by the Board. The number of persons employed in permanent/regular, full-time and part-time positions shall not exceed the total number of authorized positions in a department, division or office in any section of this table.
 - a. The number of permanent positions allocated by class to divisions is for budgeting consideration and convenience only, and is not intended to constitute separate authorization of permanent positions by class.
 - i. The number of permanent/regular, full-time and part-time positions allocated to any division may be adjusted, provided that the total number of permanent/regular, full-time and part-time positions authorized does not change, and there are sufficient unspent appropriations available to provide funds for the adjustment.
 - ii. The General Manager or their designee may, upon the recommendation of the Personnel Services Department, adjust the number of permanent/regular, full-time and part-time positions allocated by class within any division provided that the total number of permanent/regular positions authorized does not change, and there are sufficient unspent appropriations as verified by the Finance Department Budget Division available to provide funds for the adjustment.
 - iii. Any adjustment made pursuant to Section 3.A.1.a.(i)-(ii) above shall only be made with guidelines established by the General Manager.
 - b. By adoption of this SAPR, the Board of Directors hereby directs responsible District staff to make necessary technical and clerical corrections to this SAPR to implement the intent of the Board. Such corrections shall not alter, in any manner, the substance or intent of the Board in adopting this SAPR.
2. Department: Under this heading is the designated department and associated divisions.
3. Months Authorized: Under this heading is the months within the fiscal year the positions are authorized.
4. Number of Positions Authorized: Under this heading is the number of permanent/regular, full-time positions authorized.
5. Full-Time Equivalent: Numbers appearing under this heading represent the full-time equivalencies for the number of permanent/regular, part-time positions authorized.

B. Authorized Positions Table

1. Part 1, Permanent/Regular Full-Time:

SECTION 3 - AUTHORIZED POSITIONS TABLE

Subsection B., Part 1., Permanent/Regular Full-Time

DEPARTMENT			MONTHS AUTHORIZED	NUMBER OF POSITIONS AUTHORIZED
GENERAL MANAGER'S OFFICE/ADMINISTRATION				
Section	1.1	General Manager Division	Full Year	1
Section	1.2	Administration Division	Full Year	2
Section	1.3	Regulatory Services Division	Full Year	2
				5
ENGINEERING DEPARTMENT				
Section	2.1	Administration Division	Full Year	1
Section	2.2	Engineering and Technical Services Division	Full Year	4
Section	2.3	Compliance Division	Full Year	1
				6
FINANCE DEPARTMENT				
Section	3.1	Administration Division	Full Year	1
Section	3.2	Accounting, Treasury, and Purchasing Division	Full Year	2
Section	3.3	Payroll, Utilities Billing and Collection Division	Full Year	1
				4
INFORMATION SERVICES DEPARTMENT				
Section	4.1	Administration Division	Full Year	3
				3
MAINTENANCE DEPARTMENT (Collection & Distribution Systems)				
Section	5.1	Administration Division	Full Year	2
Section	5.2	Line Maintenance Division	Full Year	5
Section	5.3	Mechanical Maintenance Division	Full Year	4
Section	5.4	Plant Mechanical Maintenance Division	Full Year	4
				15
OPERATIONS DEPARTMENT (Water & Wastewater Treatment Facilities)				
Section	6.1	Administration Division	Full Year	1
Section	6.2	Environmental Services (Laboratory) Division	Full Year	2
Section	6.3	Wastewater Treatment Division	Full Year	3
Section	6.4	Water Treatment Division	Full Year	3
				9
PERSONNEL SERVICES DEPARTMENT				
Section	7.1	Administration Division	Full Year	2
				2
				2
DISTRICT TOTAL				44

SECTION 4 – COMPENSATION FOR EMPLOYEES IN NON-REPRESENTED CLASSES

A. Compensatory Time Off (“CTO”)

Non-exempt, non-represented employees who work overtime (“OT”) may, with approval of their department manager, elect to accrue CTO on a time and one-half basis for each hour of OT worked in lieu of OT pay. CTO accrual shall be limited to forty (40) hours. CTO is to be used for time off,

and is subject to approval in the same manner as other leave requests (e.g., vacation). Employees who have reached the maximum accrual balance shall be given cash payment for additional OT hours worked until such balance has been reduced below the maximum allowable accrual amount (i.e., 40 hours). The District may compensate by cash payment all CTO balances on the last payday in each fiscal year at the current hourly rate of pay, or in any given payperiod at the employee's request.

B. On Call/Call Back/Standby – Non-Represented Classes

It is expressly understood that department management determines and designates divisions/units/sections within their department that may implement on call, call back and standby. Additionally, department management may determine and designate specific job classes within their department to be solely eligible to receive on call, call back and standby premium pay. Management retains the exclusive right to determine, designate and assign on call, call back and standby duty, withdraw such assignments, and develop and implement internal policies and procedures concerning the administration thereof.

1. On Call duty is defined as any time outside of a non-exempt employee's normal/regular scheduled work shift/hours, and they are not prescheduled for standby, where the employee is contacted to respond to a problem (normally by phone/other communication device), and which does not require the employee to return to the work site to respond to the problem. Calls such as attempts to locate an employee or provide information on changes in work schedules are not compensable for the purpose of this provision.
 - a. On Call Compensation: Premium pay for on call contact outside of an employee's normal/regular scheduled work shift/hours requiring a response to a problem by phone/other communication device, and which does not require the employee to physically return to the work site shall be a minimum of one (1) hour, or actual hours worked, whichever is greater, at time and one-half (1½) an employee's current regular rate of pay. Within a twenty-four (24) hour period, there will be only one (1), one (1) hour minimum paid outside of an employee's normal/regular daily work schedule.
2. Call Back duty is defined as any time outside of a non-exempt employee's normal/regular scheduled work shift/hours, whether or not prescheduled for standby. Call back includes all time spent by the employee from the time of reporting to the work site through completion of the task/problem.
 - a. Call Back Eligibility: An employee shall be eligible for call back premium pay when all of the following conditions are met.
 - i. The employee is ordered without prior notice to return to work and does in fact return to work; and
 - ii. The order to return to work is given following termination of the employee's normal/regular work shift and the employee has departed from the work site; and
 - iii. The return to work occurs not less than two (2) hours prior to the established start time of the employee's next shift.

- b. Call Back Compensation – Not on Standby: Premium pay for call back assignments during each twenty-four (24) hour period (i.e., 12:01 a.m. to 12:00 a.m.) shall be a minimum of three (3) hours, or actual hours worked, whichever is greater, at time and one-half (1½) an employee’s current regular rate of pay. There will be only one (1), three (3) hour minimum paid in each twenty-four (24) hour period.
 - c. Call Back Compensation - On Standby Duty and Report to the Work Site Within One (1) Hour, Weather Permitting: Premium pay for call back assignments during each twenty-four (24) hour period (i.e., 12:01 a.m. to 12:00 a.m.) shall be a minimum of one (1) hour, or actual hours worked, whichever is greater, at time and one-half (1½) an employee’s current regular rate of pay. There will be only one (1), one (1) hour minimum paid in each twenty-four (24) hour period.
 - d. Call Back Compensation - On Standby Duty and Report to a Problem by Phone/ Other Communication Device: Premium pay for call back assignments under this circumstance shall be actual hours worked at time and one-half (1½) an employee’s current regular rate of pay from the time of reporting to the work site (i.e., by phone/other communication device) through completion of the task/problem.
3. Standby duty is defined as any time outside of an employee’s normal/regular scheduled work shift/hours where management requires an employee to be available to respond to work related problems.
- a. Standby Availability: An employee so assigned must:
 - i. Be readily available at all hours by telephone or other agreed upon communications device; and
 - ii. Respond immediately to a call for service, and weather permitting shall respond and report to the work site within one (1) hour of being called; and
 - iii. Refrain from activities which might impair their performance of all assigned/ required duties upon call out.
 - b. Standby assignments will be made on a rotational basis. Trading or switching a standby assignment is permitted with prior notice to applicable department management. The standby period is one (1) week, from Tuesday at 4:00 p.m. through the subsequent Tuesday at 7:00 a.m.
 - c. Time spent on standby duty shall not be considered hours worked.
 - d. Standby premium pay for Monday through Friday is fifty-four dollars (\$54.00) per day. Standby premium pay for Saturday is sixty-seven dollars (\$67.00) for the day. Standby premium pay for Sunday is eighty-two dollars (\$82.00) for the day. Standby premium pay for District recognized holidays is ninety-five dollars (\$95.00) per day/holiday.

C. Safety Footwear

When the District requires that safety shoes be worn by employees as a condition of employment, the District shall reimburse said employees for the cost, not to exceed two hundred twenty-five dollars (\$225.00) per fiscal year, of an acceptable safety shoe. To be eligible for this reimbursement, the employee must obtain prior authorization from the department manager

before purchasing safety shoes, and must submit the receipt to the District to verify the cost and substantiate the reimbursement. The District maintains the right to specify the type of required safety shoe.

SECTION 5 – INSURANCE FOR EMPLOYEES IN NON-REPRESENTED CLASSES

A. Definitions

General: Consistent with the Personnel Manual, group medical, dental, vision and life insurance is available to all permanent/regular, full-time and part-time, non-represented employees (Ref. Alphabetical Class/Position Listing) and their eligible dependents. In addition, these employees are eligible to participate in group insurance plans providing for benefits in the event of accidental death or dismemberment, long-term disability and short-term disability. With respect to each District group insurance plan described below, coverage for any employee, spouse, or dependent child is subject to the terms and conditions of such plan. Coverage is not immediate or automatic and may be subject to certain waiting periods or other matters.

B. Premium Contributions

1. Group Health Insurance: The group health insurance plan includes three Anthem Blue Cross plan type options (Classic PPO, Advantage PPO, and Consumer Driven Health Plan [CDHP]) available for selection during open enrollment.
2. For employees who elect/select the Advantage PPO, the District shall pay the total actual premium cost per month for each employee, spouse, and dependent children to participate in the Advantage PPO.
3. For employees who elect/select the Classic PPO, the employee shall make up the monthly premium cost difference between the Classic premium and Advantage PPO premium through payroll deductions, and which may be paid through IRS Section 125 pre-tax payroll deductions.
4. For employees who elect/select the CDHP, the District will share the saving 50%-50% as a contribution into the employee's Health Savings Account (HSA) each plan year. Savings sharing is defined as 50% of the difference between the Advantage PPO and CDHP premium rates, subject to a limit equal to the IRS maximum (indexed annually) HSA contribution amount for any year. The exact amount of savings to be applied for each upcoming plan year is calculated during the month of December immediately preceding the plan year (e.g., in December 2013, perform calculations using 2014 plan year rates. Advantage PPO plan year rates minus CDHP plan year rates x # of permanent employees enrolled in CDHP plan = \$ total savings x 50% ÷ # of permanent employees enrolled in CDHP plan = \$ amount contributed to each employee HSA for each plan year, subject to a limit equal to the IRS maximum [indexed annually] HSA contribution amount for any year).
5. The District shall pay the total actual premium cost for each employee, spouse, and dependent children to participate in the District group dental insurance plan.
6. The District shall pay the total actual premium cost for each employee, spouse, and dependent children to participate in the District group (term) life insurance plan.

7. The District shall pay the total actual premium cost for each employee, spouse, and dependent children to participate in the District group vision care insurance plan.
8. The District shall pay the total actual premium cost for each employee to participate in long-term and short-term disability insurance.
9. The District shall maintain Health and Welfare benefits at or above the current level during the term of this SAPR.

SECTION 6 – CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (“COBRA”) COVERAGE FOR ALL CLASSES

The District provides COBRA continuation coverage for its employees in accordance with all federal and state laws. If an employee elects COBRA continuation coverage, they will be entitled to the same health coverage that they had when the event occurred that caused their health coverage under the Plan to end. The employee is responsible for the cost of the coverage plus a 2.0% administrative fee.

If an employee dies, or leaves District service and is eligible for Long-Term Disability, the District shall continue group medical, dental, and vision insurance for a period of three calendar months via COBRA continuation coverage for the employee and the employee’s eligible dependents. The District will waive the administrative fee during the time that the District is paying for COBRA continuation coverage. Thereafter, the employee and eligible dependents will be offered COBRA continuation coverage in accordance with all federal and state laws.

SECTION 7 – RETIREMENT FOR EMPLOYEES IN NON-REPRESENTED CLASSES

Effective January 1, 2014, the District will provide a Pension contribution for all permanent/regular, full-time and part-time, employees in non-represented classes of 20% of an employee’s gross pay, and a \$0.50 (limited at 2% of an employee’s gross pay) matching Pension contribution for every \$1.00 of an employee’s contribution (limited at 4% of an employee’s gross pay) to their 457 plan.

SECTION 8 – UNUSUAL CIRCUMSTANCES

In any case where, by reason of unusual circumstances, rigid adherence to the foregoing rules would cause a manifest injustice, the General Manager, on recommendation of the appropriate department head and the Personnel Services Department, may make such order deviating therefrom, as is in the General Manager’s judgment, proper to mitigate the injustice.

SECTION 9 – REPEALER

This Resolution is being adopted for the purpose of amending certain provisions of Resolution Number 03-16-23-06 and is being adopted by the District Board of Directors to amend as necessary the District’s compensation rates and schedules for Fiscal Year 2025 (the “SAPR”). The Fiscal Year 2025 SAPR adopted by the Board at its March 21, 2024, regular meeting, Resolution Number 03-21-24-07 is hereby repealed and replaced in its entirety by this Resolution Number 04-18-24-12. Resoluion Number 03-21-24-07, and all other prior resolutions and amendments are hereby made void and of no further effect, except as such resolutions or parts thereof were approved in a Memorandum of Understanding and are of continuing validity and application.

SECTION 10 – VALIDITY

If any section, subsection, paragraph, sentence, clause or phrase of this SAPR is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of remaining portions of this SAPR. The Board of Directors of the Mammoth Community Water District hereby declares that it would have passed and does hereby enact this SAPR and each section, subsection, paragraph, sentence, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases be declared invalid or unconstitutional.

BE IT FURTHER RESOLVED by the Board of Directors of the Mammoth Community Water District that this SAPR shall become effective on April 1, 2024, unless otherwise specified, and shall remain in effect until it is modified, revoked, or rescinded by a future SAPR.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District, County of Mono, State of California, this 18th day of April, 2024, at a regular meeting of the Board by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

MAMMOTH COMMUNITY WATER DISTRICT

Thomas R. Smith, President
Board of Directors

ATTEST:

Mark D. Busby, Secretary
Board of Directors

Res. 04-18-24-12

MAMMOTH COMMUNITY WATER DISTRICT
"WATER IS OUR FUTURE"



Fiscal Year 2025

(April 1, 2024, through March 31, 2025)

**Amended Salary and Authorized Positions
Resolution**

Resolution No. ~~03-21-24-0704-18-24-12~~

SALARY AND AUTHORIZED POSITIONS RESOLUTION
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RESOLUTION NUMBER ~~03-21-24-0704-18-24-12~~

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MAMMOTH COMMUNITY WATER DISTRICT
AMENDING FOR FISCAL YEAR 2025 RULES FOR THE APPLICATION OF DISTRICT EMPLOYEE
COMPENSATION RATES, SCHEDULES AND RELATED REQUIREMENTS, COMPENSATION RATES
AND SCHEDULES FOR, AND THE NUMBER OF POSITIONS AUTHORIZED IN THE VARIOUS
DEPARTMENTS AND OFFICES OF THE DISTRICT**

BE IT RESOLVED by the Board of Directors of the Mammoth Community Water District as follows:

SECTION 1 – SPECIAL PROVISIONS APPLICABLE TO ALL CLASSES

Unless specified otherwise in a Section, the rules set forth in this Salary and Authorized Positions Resolution (“SAPR”) constitute special provisions applicable to all classes of employment in the District service; provided, however, that if any provision of a Memorandum of Understanding or the District’s Employment Rules and Regulations adopted and approved by the Board of Directors and currently in effect is clearly and specifically in conflict with any rule contained in this SAPR, the provision in such Memorandum of Understanding or Employee Rules and Regulations shall prevail.

SECTION 2 – ALPHABETICAL CLASS/POSITION LISTING

A. Definitions

1. Classification Title: Under the heading “Class Title” is designated the title of classification of job class and/or position.
2. Job Classification Number: Under the heading “JCN” is the job classification number, which identifies the job title for personnel accounting and classification maintenance purposes.
3. Federal Fair Labor Standards Act: Under the heading “FLSA” is the designation of classification under the Federal Fair Labor Standards Act. The following are the FLSA designations:

A – Administrative
E – Executive
P – Professional
L – Elective
N – Non-Exempt

Employees in classes that do not have an “N” are exempt from FLSA, and are not eligible for overtime or compensatory time off for overtime as provided for in the rules and regulations of the FLSA.

4. Probationary Period: Under the heading “PP” is the number of months for the probationary period of new incumbents.

5. Unit: Under the heading "Unit" is the designation of the registered bargaining unit which represents the classification. Non-represented classifications are designated as "NR" and elected officials are designated as "EL".
6. Salary Range: The figures under this heading represent the minimum and maximum salaries in an hourly equivalent. Actual placement and movement within the salary range is determined consistent with the Personnel Manual and merit-based performance factors.

B. Alphabetical Class/Position Listing, Effective April 1, 2024

SECTION 2 - ALPHABETICAL CLASS/POSITION LISTING

Effective April 21, 2024

Subsection B.

CLASSIFICATION TITLE	JCN	FLSA	PP (MONTHS)	UNIT	SALARY RANGE	
					MINIMUM HOURLY	MAXIMUM HOURLY
Account Clerk I	-	N	6	GEU	26.07 25-31	34.18 33-38
Account Clerk II	-	N	6	GEU	30.69 29-80	38.22 37-44
Account Clerk III	-	N	6	GEU	35.49 34-46	49.96 48-50
Administrative Analyst	0340	N	6	GEU	40.29 36-37	54.19 48-92
Administrative Analyst/Permits	0813	N	6	GEU	41.66 40-45	54.19 48-92
Administrative Assistant	0339	N	6	GEU	31.79 30-86	37.65 36-55
Assistant Engineer	0806	N	6	NR	43.15 39-55	51.80 47-48
Associate Engineer	0803	N	6	NR	56.38 51-68	67.64 62-00
Board of Directors, Member	-	L	-	EL	Stipend & Expenses	
Board of Directors, President	-	L	-	EL	Stipend & Expenses	
Board of Directors, Vice President	-	L	-	EL	Stipend & Expenses	
Construction Project Specialist	4705	N	6	GEU	42.13 40-49	50.91 48-92
District Engineer	0801	E	6	NR	77.86 71-99	99.06 96-17
Executive Assistant	0311	A	6	NR	47.40 46-02	56.87 55-21
Finance Manager	0501	E	6	NR	72.99 70-86	96.74 93-92
General Manager	0001	E	-	NR	Per Contract	
Heavy Equipment Operator and Line Maintenance Worker	-	N	6	GEU	31.50 30-58	39.13 37-99
Human Resources Manager	0201	E	6	NR	69.49 67-47	88.03 85-47
Information Services Manager	2201	E	6	NR	73.74 71-59	95.85 93-06
Information Systems Specialist	2212	N	6	GEU	48.09 45-91	58.19 55-55
Inspector	-	N	6	GEU	35.61 34-57	48.89 47-47
Instrumentation Technician	2804	N	6	GEU	42.13 36-98	50.91 49-49
Instrumentation Technician Supervisor	-	N	6	GEU	46.53 45-17	63.12 61-28
Laboratory Supervisor	1320	N	6	NR	52.13 50-61	72.18 70-08
Laboratory Technician	-	N	6	GEU	37.23 36-15	51.54 50-04
Line Maintenance Supervisor	1641	N	6	NR	52.13 50-61	72.18 70-08
Line Maintenance Technician	-	N	6	GEU	42.13 40-49	50.91 48-92
Line Maintenance Worker I	-	N	6	GEU	26.34 25-31	34.53 33-38
Line Maintenance Worker II	-	N	6	GEU	29.26 28-12	38.62 37-11

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SECTION 2 - ALPHABETICAL CLASS/POSITION LISTING

Effective April 21, 2024

Subsection B.

CLASSIFICATION TITLE	JCN	FLSA	PP (MONTHS)	UNIT	SALARY RANGE	
					MINIMUM HOURLY	MAXIMUM HOURLY
Line Maintenance Worker III	-	N	6	GEU	34.53 33-18	44.04 42-32
Mechanical Maintenance Supervisor	-	N	6	NR	52.13 50-61	72.18 70-08
Mechanical Maintenance Technician	-	N	6	GEU	42.13 40-49	50.91 48-92
Mechanical Maintenance Worker I	-	N	6	GEU	26.34 25-31	34.53 33-18
Mechanical Maintenance Worker II	-	N	6	GEU	29.26 28-12	38.62 37-11
Mechanical Maintenance Worker III	-	N	6	GEU	34.53 33-18	44.04 42-32
Permit Official	-	N	6	GEU	37.65 36-55	45.19 43-97
Plant Maintenance Mechanical Technologist	4734	N	6	GEU	42.13 40-49	50.91 48-92
Plant Maintenance Worker I	4731	N	6	GEU	26.34 25-31	34.53 33-18
Plant Maintenance Worker II	4732	N	6	GEU	29.26 28-12	38.62 37-11
Plant Maintenance Worker III	4733	N	6	GEU	34.53 33-18	44.04 42-32
Plant Mechanical and Electrical Instrumentation Supervisor	4730	N	6	NR	52.13 50-61	72.18 70-08
Principal Administrative Analyst	0342	A	6	NR	55.60 53-98	72.18 70-08
Purchasing Agent	1150	N	6	GEU	33.75 32-77	45.27 43-95
Resource Monitoring Specialist/Water Treatment Plant Operator I	-	N	6	GEU	30.69 29-89	40.06 38-89
Resource Monitoring Specialist/Water Treatment Plant Operator II	-	N	6	GEU	36.49 35-43	47.74 46-35
Resource Monitoring Specialist/Water Treatment Plant Operator III	-	N	6	GEU	42.29 41-06	53.29 51-74
Risk Control/Safety Compliance Officer/Human Resources Generalist	-	A	6	NR	37.46 36-37	50.39 48-92
Senior Engineer	0802	P	6	NR	67.54 62-09	78.42 74-99
Staff Engineer	0804	N	6	NR	49.31 45-20	59.17 54-24
Storekeeper	1151	N	6	GEU	25.31 24-57	33.45 32-48
Technician Trainee	-	N	6	GEU	25.49 24-75	35.06 34-04
Utility Worker	-	N	6	GEU	25.08 23-64	31.03 29-24
Wastewater Treatment Plant Chief Operator	-	N	6	NR	56.51 54-86	75.30 73-11
Wastewater Treatment Plant Operator (OIT)/Laboratory Assistant	-	N	6	GEU	29.65 28-79	40.87 39-68
Water and Wastewater Maintenance Superintendent	0002	E	6	NR	69.49 67-47	92.09 89-41
Water and Wastewater Operations Superintendent	-	E	6	NR	69.49 67-47	92.09 89-41
Water Treatment Chief Operator	-	N	6	NR	52.13 50-61	72.18 70-08
Water Treatment Plant Operator I	-	N	6	GEU	30.69 29-89	40.06 38-89
Water Treatment Plant Operator II	-	N	6	GEU	36.49 35-43	47.74 46-35
Water Treatment Plant Operator III	-	N	6	GEU	42.29 41-06	53.29 51-74
Water/Wastewater Treatment Plant Operator I	-	N	6	GEU	30.69 29-89	40.06 38-89
Water/Wastewater Treatment Plant Operator II	-	N	6	GEU	36.49 35-43	47.74 46-35
Water/Wastewater Treatment Plant Operator III	-	N	6	GEU	42.29 41-06	53.29 51-74
Water/Wastewater Treatment Plant Operator-In-Training	-	N	6	GEU	28.08 27-26	37.27 36-18

SECTION 3 – AUTHORIZED POSITIONS TABLE

A. Definitions

1. General: This table establishes the number of permanent/regular, full-time and part-time positions in which persons may be employed by the District during the Fiscal Year. A change in the total number of authorized permanent/regular, full-time and part-time positions in a department or office shall only be accomplished by a resolution adopted by the Board. The number of persons employed in permanent/regular, full-time and part-time positions shall not exceed the total number of authorized positions in a department, division or office in any section of this table.
 - a. The number of permanent positions allocated by class to divisions is for budgeting consideration and convenience only, and is not intended to constitute separate authorization of permanent positions by class.
 - i. The number of permanent/regular, full-time and part-time positions allocated to any division may be adjusted, provided that the total number of permanent/regular, full-time and part-time positions authorized does not change, and there are sufficient unspent appropriations available to provide funds for the adjustment.
 - ii. The General Manager or their designee may, upon the recommendation of the Personnel Services Department, adjust the number of permanent/regular, full-time and part-time positions allocated by class within any division provided that the total number of permanent/regular positions authorized does not change, and there are sufficient unspent appropriations as verified by the Finance Department Budget Division available to provide funds for the adjustment.
 - iii. Any adjustment made pursuant to Section 3.A.1.a.(i)-(ii) above shall only be made with guidelines established by the General Manager.
 - b. By adoption of this SAPR, the Board of Directors hereby directs responsible District staff to make necessary technical and clerical corrections to this SAPR to implement the intent of the Board. Such corrections shall not alter, in any manner, the substance or intent of the Board in adopting this SAPR.
2. Department: Under this heading is the designated department and associated divisions.
3. Months Authorized: Under this heading is the months within the fiscal year the positions are authorized.
4. Number of Positions Authorized: Under this heading is the number of permanent/regular, full-time positions authorized.
5. Full-Time Equivalent: Numbers appearing under this heading represent the full-time equivalencies for the number of permanent/regular, part-time positions authorized.

B. Authorized Positions Table

1. Part 1, Permanent/Regular Full-Time:

SECTION 3 - AUTHORIZED POSITIONS TABLE

Subsection B., Part 1., Permanent/Regular Full-Time

DEPARTMENT			MONTHS AUTHORIZED	NUMBER OF POSITIONS AUTHORIZED
GENERAL MANAGER'S OFFICE/ADMINISTRATION				
Section	1.1	General Manager Division	Full Year	1
Section	1.2	Administration Division	Full Year	2
Section	1.3	Regulatory Services Division	Full Year	2
				5
ENGINEERING DEPARTMENT				
Section	2.1	Administration Division	Full Year	1
Section	2.2	Engineering and Technical Services Division	Full Year	4
Section	2.3	Compliance Division	Full Year	1
				6
FINANCE DEPARTMENT				
Section	3.1	Administration Division	Full Year	1
Section	3.2	Accounting, Treasury, and Purchasing Division	Full Year	2
Section	3.3	Payroll, Utilities Billing and Collection Division	Full Year	1
				4
INFORMATION SERVICES DEPARTMENT				
Section	4.1	Administration Division	Full Year	3
				3
MAINTENANCE DEPARTMENT (Collection & Distribution Systems)				
Section	5.1	Administration Division	Full Year	2
Section	5.2	Line Maintenance Division	Full Year	5
Section	5.3	Mechanical Maintenance Division	Full Year	4
Section	5.4	Plant Mechanical Maintenance Division	Full Year	4
				15
OPERATIONS DEPARTMENT (Water & Wastewater Treatment Facilities)				
Section	6.1	Administration Division	Full Year	1
Section	6.2	Environmental Services (Laboratory) Division	Full Year	2
Section	6.3	Wastewater Treatment Division	Full Year	3
Section	6.4	Water Treatment Division	Full Year	3
				9
PERSONNEL SERVICES DEPARTMENT				
Section	7.1	Administration Division	Full Year	2
				2
				2
DISTRICT TOTAL				44

SECTION 4 – COMPENSATION FOR EMPLOYEES IN NON-REPRESENTED CLASSES

A. Compensatory Time Off (“CTO”)

Non-exempt, non-represented employees who work overtime (“OT”) may, with approval of their department manager, elect to accrue CTO on a time and one-half basis for each hour of OT worked

in lieu of OT pay. CTO accrual shall be limited to forty (40) hours. CTO is to be used for time off, and is subject to approval in the same manner as other leave requests (e.g., vacation). Employees who have reached the maximum accrual balance shall be given cash payment for additional OT hours worked until such balance has been reduced below the maximum allowable accrual amount (i.e., 40 hours). The District may compensate by cash payment all CTO balances on the last payday in each fiscal year at the current hourly rate of pay, or in any given payperiod at the employee's request.

B. On Call/Call Back/Standby – Non-Represented Classes

It is expressly understood that department management determines and designates divisions/units/sections within their department that may implement on call, call back and standby. Additionally, department management may determine and designate specific job classes within their department to be solely eligible to receive on call, call back and standby premium pay. Management retains the exclusive right to determine, designate and assign on call, call back and standby duty, withdraw such assignments, and develop and implement internal policies and procedures concerning the administration thereof.

1. On Call duty is defined as any time outside of a non-exempt employee's normal/regular scheduled work shift/hours, and they are not prescheduled for standby, where the employee is contacted to respond to a problem (normally by phone/other communication device), and which does not require the employee to return to the work site to respond to the problem. Calls such as attempts to locate an employee or provide information on changes in work schedules are not compensable for the purpose of this provision.
 - a. On Call Compensation: Premium pay for on call contact outside of an employee's normal/regular scheduled work shift/hours requiring a response to a problem by phone/other communication device, and which does not require the employee to physically return to the work site shall be a minimum of one (1) hour, or actual hours worked, whichever is greater, at time and one-half (1½) an employee's current regular rate of pay. Within a twenty-four (24) hour period, there will be only one (1), one (1) hour minimum paid outside of an employee's normal/regular daily work schedule.
2. Call Back duty is defined as any time outside of a non-exempt employee's normal/regular scheduled work shift/hours, whether or not prescheduled for standby. Call back includes all time spent by the employee from the time of reporting to the work site through completion of the task/problem.
 - a. Call Back Eligibility: An employee shall be eligible for call back premium pay when all of the following conditions are met.
 - i. The employee is ordered without prior notice to return to work and does in fact return to work; and
 - ii. The order to return to work is given following termination of the employee's normal/regular work shift and the employee has departed from the work site; and

- iii. The return to work occurs not less than two (2) hours prior to the established start time of the employee's next shift.
 - b. Call Back Compensation – Not on Standby: Premium pay for call back assignments during each twenty-four (24) hour period (i.e., 12:01 a.m. to 12:00 a.m.) shall be a minimum of three (3) hours, or actual hours worked, whichever is greater, at time and one-half (1½) an employee's current regular rate of pay. There will be only one (1), three (3) hour minimum paid in each twenty-four (24) hour period.
 - c. Call Back Compensation - On Standby Duty and Report to the Work Site Within One (1) Hour, Weather Permitting: Premium pay for call back assignments during each twenty-four (24) hour period (i.e., 12:01 a.m. to 12:00 a.m.) shall be a minimum of one (1) hour, or actual hours worked, whichever is greater, at time and one-half (1½) an employee's current regular rate of pay. There will be only one (1), one (1) hour minimum paid in each twenty-four (24) hour period.
 - d. Call Back Compensation - On Standby Duty and Report to a Problem by Phone/ Other Communication Device: Premium pay for call back assignments under this circumstance shall be actual hours worked at time and one-half (1½) an employee's current regular rate of pay from the time of reporting to the work site (i.e., by phone/other communication device) through completion of the task/problem.
3. Standby duty is defined as any time outside of an employee's normal/regular scheduled work shift/hours where management requires an employee to be available to respond to work related problems.
- a. Standby Availability: An employee so assigned must:
 - i. Be readily available at all hours by telephone or other agreed upon communications device; and
 - ii. Respond immediately to a call for service, and weather permitting shall respond and report to the work site within one (1) hour of being called; and
 - iii. Refrain from activities which might impair their performance of all assigned/ required duties upon call out.
 - b. Standby assignments will be made on a rotational basis. Trading or switching a standby assignment is permitted with prior notice to applicable department management. The standby period is one (1) week, from Tuesday at 4:00 p.m. through the subsequent Tuesday at 7:00 a.m.
 - c. Time spent on standby duty shall not be considered hours worked.
 - d. Standby premium pay for Monday through Friday is fifty-four dollars (\$54.00) per day. Standby premium pay for Saturday is sixty-seven dollars (\$67.00) for the day. Standby premium pay for Sunday is eighty-two dollars (\$82.00) for the day. Standby premium pay for District recognized holidays is ninety-five dollars (\$95.00) per day/holiday.

C. Safety Footwear

When the District requires that safety shoes be worn by employees as a condition of employment, the District shall reimburse said employees for the cost, not to exceed two hundred twenty-five dollars (\$225.00) per fiscal year, of an acceptable safety shoe. To be eligible for this reimbursement, the employee must obtain prior authorization from the department manager before purchasing safety shoes, and must submit the receipt to the District to verify the cost and substantiate the reimbursement. The District maintains the right to specify the type of required safety shoe.

SECTION 5 – INSURANCE FOR EMPLOYEES IN NON-REPRESENTED CLASSES

A. Definitions

General: Consistent with the Personnel Manual, group medical, dental, vision and life insurance is available to all permanent/regular, full-time and part-time, non-represented employees (Ref. Alphabetical Class/Position Listing) and their eligible dependents. In addition, these employees are eligible to participate in group insurance plans providing for benefits in the event of accidental death or dismemberment, long-term disability and short-term disability. With respect to each District group insurance plan described below, coverage for any employee, spouse, or dependent child is subject to the terms and conditions of such plan. Coverage is not immediate or automatic and may be subject to certain waiting periods or other matters.

B. Premium Contributions

1. Group Health Insurance: The group health insurance plan includes three Anthem Blue Cross plan type options (Classic PPO, Advantage PPO, and Consumer Driven Health Plan [CDHP]) available for selection during open enrollment.
2. For employees who elect/select the Advantage PPO, the District shall pay the total actual premium cost per month for each employee, spouse, and dependent children to participate in the Advantage PPO.
3. For employees who elect/select the Classic PPO, the employee shall make up the monthly premium cost difference between the Classic premium and Advantage PPO premium through payroll deductions, and which may be paid through IRS Section 125 pre-tax payroll deductions.
4. For employees who elect/select the CDHP, the District will share the saving 50%-50% as a contribution into the employee's Health Savings Account (HSA) each plan year. Savings sharing is defined as 50% of the difference between the Advantage PPO and CDHP premium rates, subject to a limit equal to the IRS maximum (indexed annually) HSA contribution amount for any year. The exact amount of savings to be applied for each upcoming plan year is calculated during the month of December immediately preceding the plan year (e.g., in December 2013, perform calculations using 2014 plan year rates. Advantage PPO plan year rates minus CDHP plan year rates x # of permanent employees enrolled in CDHP plan = \$ total savings x 50% ÷ # of permanent employees enrolled in CDHP plan = \$ amount contributed to each employee HSA for each plan year, subject to

a limit equal to the IRS maximum [indexed annually] HSA contribution amount for any year).

5. The District shall pay the total actual premium cost for each employee, spouse, and dependent children to participate in the District group dental insurance plan.
6. The District shall pay the total actual premium cost for each employee, spouse, and dependent children to participate in the District group (term) life insurance plan.
7. The District shall pay the total actual premium cost for each employee, spouse, and dependent children to participate in the District group vision care insurance plan.
8. The District shall pay the total actual premium cost for each employee to participate in long-term and short-term disability insurance.
9. The District shall maintain Health and Welfare benefits at or above the current level during the term of this SAPR.

SECTION 6 – CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (“COBRA”) COVERAGE FOR ALL CLASSES

The District provides COBRA continuation coverage for its employees in accordance with all federal and state laws. If an employee elects COBRA continuation coverage, they will be entitled to the same health coverage that they had when the event occurred that caused their health coverage under the Plan to end. The employee is responsible for the cost of the coverage plus a 2.0% administrative fee.

If an employee dies, or leaves District service and is eligible for Long-Term Disability, the District shall continue group medical, dental, and vision insurance for a period of three calendar months via COBRA continuation coverage for the employee and the employee’s eligible dependents. The District will waive the administrative fee during the time that the District is paying for COBRA continuation coverage. Thereafter, the employee and eligible dependents will be offered COBRA continuation coverage in accordance with all federal and state laws.

SECTION 7 – RETIREMENT FOR EMPLOYEES IN NON-REPRESENTED CLASSES

Effective January 1, 2014, the District will provide a Pension contribution for all permanent/regular, full-time and part-time, employees in non-represented classes of 20% of an employee’s gross pay, and a \$0.50 (limited at 2% of an employee’s gross pay) matching Pension contribution for every \$1.00 of an employee’s contribution (limited at 4% of an employee’s gross pay) to their 457 plan.

SECTION 8 – UNUSUAL CIRCUMSTANCES

In any case where, by reason of unusual circumstances, rigid adherence to the foregoing rules would cause a manifest injustice, the General Manager, on recommendation of the appropriate department head and the Personnel Services Department, may make such order deviating therefrom, as is in the General Manager’s judgment, proper to mitigate the injustice.

SECTION 9 – REPEALER

This Resolution is being adopted for the purpose of amending certain provisions of Resolution Number 03-16-23-06 and is being adopted by the District Board of Directors to amend as necessary the District’s compensation rates and schedules for Fiscal Year 2025 (the “SAPR”). The Fiscal Year 2025 SAPR adopted by the Board at its March 21, 2024, regular meeting, Resolution Number 03-21-24-07 is hereby repealed and replaced in its entirety by this Resolution Number 04-18-24-12. Resoltuion Number 03-21-24-07, all amendments thereto, and all other prior resolutions and amendments are hereby made voidrepealed and of no further effect, except as such resolutions or parts thereof were approved in a Memorandum of Understanding and are of continuing validity and application.

SECTION 10 – VALIDITY

If any section, subsection, paragraph, sentence, clause or phrase of this SAPR is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of remaining portions of this SAPR. The Board of Directors of the Mammoth Community Water District hereby declares that it would have passed and does hereby enact this SAPR and each section, subsection, paragraph, sentence, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases be declared invalid or unconstitutional.

BE IT FURTHER RESOLVED by the Board of Directors of the Mammoth Community Water District that this SAPR shall become effective on April 1, 2024, unless otherwise specified, and shall remain in effect until it is modified, revoked, or rescinded by a future SAPR.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District, County of Mono, State of California, this ~~18th24th~~ day of ~~AprilMarch~~, 2024, at a regular meeting of the Board by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

MAMMOTH COMMUNITY WATER DISTRICT

Thomas R. Smith, President
Board of Directors

ATTEST:

Mark D. Busby, Secretary
Board of Directors

Res. [03-21-24-0704-18-24-12](#)

**Side Letter of Agreement
Between
Mammoth Community Water District
And
International Union of Operating Engineers, Local Union No. 12**

This side letter memorializes an agreement reached between Mammoth Community Water District (“District”) and International Union of Operating Engineers, Local Union No. 12 (“Local 12”) to make modifications to the 2021-2026 Memorandum of Understanding (“MOU”) between the parties. All other terms and conditions of the existing MOU shall remain in full force and effect. The District and Local 12 agree to the following addition to the MOU:

Attachment A, Exhibit I – Table IV shall be added to the existing MOU to reflect an increase of three percent to the hourly rates from Table III(C) (attachment to the April 20, 2023, Side Letter of Agreement) and wage adjustments to several classifications, effective the first full pay period following Board adoption (i.e., April 21, 2024).

An across-the-board increase of two percent shall be executed for all Local 12 members effective the first full pay period following Board adoption (i.e., April 21, 2024), with the following exceptions:

- Should any employee’s rate be increased by 2% or more as a result of the adjusted wage scale, that employee shall not receive the additional 2% increase.
- If any employee’s rate is increased between 0% and 2%, as a result of the adjusted wage scale, that employee’s rate shall be increased up to 2%.

Attachment B, Exhibit I – Table V shall be added to the existing MOU to reflect an increase of three percent to the hourly rates from Table VI effective April 1, 2025.

The following language shall be added to the MOU, Article V Compensation, Section C. Salaries and Wages:

5. The District has the ability to provide discretionary merit and bonus increases based on an employee’s performance rating. While discretionary, the current guidelines regarding merit and bonus increases are contained in District Administrative Procedure PR-HR-003, dated April 1, 2023 (see Attachment C) and this procedure shall remain in effect through the expiration of this agreement. Following expiration of the agreement, if the District intends to change this administrative procedure, the District will provide the Union with at least 30 days advance written notice.

It is understood that this side letter of agreement is of no force and effect whatsoever until the District Board of Directors adopts the side letter.

For Local 12

David K. Sikorski
Business Manager

David Garbarino
President

John Adams
District Representative

For Mammoth Community Water District
Adopted on _____, 2024,
by the Board of Directors

Mark Busby
General Manager

EXHIBIT I - TABLE IV		
General Employee Unit		
Salaries Effective the First Full Pay Period Following Board Adoption <i>(i.e., April 21, 2024)</i>		
CLASS TITLE	SALARY RANGE	
	MINIMUM HOURLY	MAXIMUM HOURLY
Account Clerk I	26.07	34.18
Account Clerk II	30.69	38.22
Account Clerk III	35.49	49.96
Administrative Analyst	40.29	54.19
Administrative Analyst/Permits	41.66	54.19
Administrative Assistant	31.79	37.65
Construction Project Specialist	42.13	50.91
Heavy Equipment Operator and Line Maintenance Worker	31.50	39.13
Information Systems Specialist	48.09	58.19
Inspector	35.61	48.89
Instrumentation Technician	42.13	50.91
Instrumentation Technician Supervisor	46.53	63.12
Laboratory Technician	37.23	51.54
Line Maintenance Technician	42.13	50.91
Line Maintenance Worker I	26.34	34.53
Line Maintenance Worker II	29.26	38.62
Line Maintenance Worker III	34.53	44.04
Mechanical Maintenance Technician	42.13	50.91
Mechanical Maintenance Worker I	26.34	34.53
Mechanical Maintenance Worker II	29.26	38.62
Mechanical Maintenance Worker III	34.53	44.04
Permit Official	37.65	45.19
Plant Maintenance Mechanical Technologist	42.13	50.91
Plant Maintenance Worker I	26.34	34.53
Plant Maintenance Worker II	29.26	38.62
Plant Maintenance Worker III	34.53	44.04
Purchasing Agent	33.75	45.27
Resource Monitoring Specialist/Water Treatment Plant Operator I	30.69	40.06
Resource Monitoring Specialist/Water Treatment Plant Operator II	36.49	47.74
Resource Monitoring Specialist/Water Treatment Plant Operator III	42.29	53.29
Storekeeper	25.31	33.45
Technician Trainee	25.49	35.06
Utility Worker	25.08	31.03
Wastewater Treatment Plant Operator (OIT)/Laboratory Assistant	29.65	40.87
Water Treatment Plant Operator I	30.69	40.06
Water Treatment Plant Operator II	36.49	47.74
Water Treatment Plant Operator III	42.29	53.29
Water/Wastewater Treatment Plant Operator I	30.69	40.06
Water/Wastewater Treatment Plant Operator II	36.49	47.74
Water/Wastewater Treatment Plant Operator III	42.29	53.29
Water/Wastewater Treatment Plant Operator-In-Training	28.08	37.27

EXHIBIT I - TABLE V		
General Employee Unit		
Salaries Effective 04/01/2025		
CLASS TITLE	SALARY RANGE	
	MINIMUM HOURLY	MAXIMUM HOURLY
Account Clerk I	26.85	35.21
Account Clerk II	31.61	39.37
Account Clerk III	36.55	51.46
Administrative Analyst	41.50	55.82
Administrative Analyst/Permits	42.91	55.82
Administrative Assistant	32.74	38.78
Construction Project Specialist	43.39	52.44
Heavy Equipment Operator and Line Maintenance Worker	32.45	40.30
Information Systems Specialist	49.53	59.94
Inspector	36.68	50.36
Instrumentation Technician	43.39	52.44
Instrumentation Technician Supervisor	47.93	65.01
Laboratory Technician	38.35	53.09
Line Maintenance Technician	43.39	52.44
Line Maintenance Worker I	27.13	35.57
Line Maintenance Worker II	30.14	39.78
Line Maintenance Worker III	35.57	45.36
Mechanical Maintenance Technician	43.39	52.44
Mechanical Maintenance Worker I	27.13	35.57
Mechanical Maintenance Worker II	30.14	39.78
Mechanical Maintenance Worker III	35.57	45.36
Permit Official	38.78	46.55
Plant Maintenance Mechanical Technologist	43.39	52.44
Plant Maintenance Worker I	27.13	35.57
Plant Maintenance Worker II	30.14	39.78
Plant Maintenance Worker III	35.57	45.36
Purchasing Agent	34.76	46.63
Resource Monitoring Specialist/Water Treatment Plant Operator I	31.61	41.26
Resource Monitoring Specialist/Water Treatment Plant Operator II	37.58	49.17
Resource Monitoring Specialist/Water Treatment Plant Operator III	43.56	54.89
Storekeeper	26.07	34.45
Technician Trainee	26.25	36.11
Utility Worker	25.83	31.96
Wastewater Treatment Plant Operator (OIT)/Laboratory Assistant	30.54	42.10
Water Treatment Plant Operator I	31.61	41.26
Water Treatment Plant Operator II	37.58	49.17
Water Treatment Plant Operator III	43.56	54.89
Water/Wastewater Treatment Plant Operator I	31.61	41.26
Water/Wastewater Treatment Plant Operator II	37.58	49.17
Water/Wastewater Treatment Plant Operator III	43.56	54.89
Water/Wastewater Treatment Plant Operator-In-Training	28.92	38.39

PR-HR-003

MAMMOTH COMMUNITY WATER DISTRICT
Performance Evaluations and Merit Guide Procedures

Adopted: April 1, 2023

I. REFERENCE/DISTRICT POLICY

Mammoth Community Water District Code, Chapter 4, Division I., Section 3., Division II., Section 17., and Division IV., Sections 5., 12., and 13.

II. PURPOSE

To establish the Mammoth Community Water District's ("District") guidelines for evaluating employee performance and recommending any associated merit increase and/or bonus.

The District's performance evaluation process is a tool for improving employee performance, rewarding good performance, and identifying performance that requires improvement early so corrective measures may be initiated. It can help to improve planning, communication, and lead to greater employee engagement. It allows for review, discussion and development of major work objectives, goals, performance measures and accomplishments. Accordingly, the performance evaluation should be conducted at the end of an employee's rating period. Additionally, an evaluation should not cover anything outside the rating period. To foster optimal employee engagement as part of initiating the review process, it is recommended that supervisors ask employees to prepare a self-evaluation, allowing them an opportunity to provide input on their accomplishments during the rating period along with any goals they would like to pursue in the next rating period. It is expected that Managers and Supervisors routinely meet with their staff throughout the rating period, so a performance evaluation does not contain any surprises for the employee. An employee who has received any formal disciplinary action during the rating period is not eligible for a merit increase or performance bonus. The result of an employee's performance evaluation rating, and any associated merit and/or bonus, are final and are not subject to any form of appeal process.

III. BASIC PERFORMANCE EXPECTATIONS AND RATING GUIDE

3.1 General

A good performance evaluation process benefits all employees as well as the District. Clear expectations and improved communication foster the ability to better achieve the District's mission. In section 3.2 below is a rating category guide that is applicable to most positions and performance categories.

3.2 Rating Category Guide

The Performance Evaluation Form contains five rating levels for each performance category. The rating levels are: Exceeds Requirements, Achieves, Meets Requirements, In Development, and Improvement Required. Rating levels reflect the degree to which an employee meets the performance expectations in each category.

- a. Exceeds Requirements – The employee frequently surpasses performance expectations and demonstrates unique understanding of work well beyond job requirements. Errors in judgment are rare and not repeated. The employee shows enthusiasm, initiative, demonstrates high achievement and has made clearly identifiable contributions to the success of the District.
- b. Achieves – The employee demonstrates solid performance that consistently fulfills expectations and at times may exceed expectations. The employee achieves the level of performance expected for the job classification and is reliable in attaining the expected results. Desired initiative and output have been achieved, and the employee is capable and knowledgeable in most aspects of the work.
- c. Meets Requirements – The employee’s performance during the rating period is reliable, responsible, and consistent, with acceptable job standards. Occasionally demonstrates above average expectations.
- d. In Development – The employee is still developing this competency or is not consistently achieving expectations. Work results are at times inconsistent with minimum acceptable job standards. Continued performance improvement is required.
- e. Improvement Required – The employee’s performance is consistently below expectations and/or the employee has failed to make reasonable progress toward previously identified area(s) for improvement. The employee does not demonstrate knowledge or ability to perform the majority of assigned duties. The employee requires excessive supervision, direction, and follow-up. The employee must show significant improvement.

3.3 Sample Application of Rating for the Attendance Category

- a. Degree of reliability, consistency, punctuality, and the knowledge that an employee can be counted on to be on the job. The employee follows current District leave policies.
 1. Exceeds Requirements – arrives each day on time fully prepared to perform the day’s work, very reliable, has no attendance problems, always adheres to prescribed meal and break periods, follows

established standards for requesting and taking leave, manages leave balances wisely, ensures assignments are addressed or covered during periods of scheduled leave, rarely if ever engages in personal phone calls during the workday.

2. Achieves – arrives each day on time prepared to perform the day’s work, very reliable, seldom has attendance problems, normally adheres to prescribed meal and break periods, follows established standards for requesting and taking leave, manages leave balances wisely, ensures assignments are addressed or covered during periods of scheduled leave, rarely if ever engages in personal phone calls during the workday.
3. Meets Requirements – normally arrives on time and prepared to perform the day’s work, normally reliable, occasionally does not adhere to prescribed meal and break periods, strays occasionally from established standards for requesting and taking leave, maintains minimum but adequate leave balances, some assignments are addressed or covered during periods of scheduled leave, occasionally engages in personal phone calls during the workday.
4. In Development – often arrives late and is not prepared to perform the day’s work, needs to improve reliability, often does not adhere to prescribed meal and break periods by frequently extending them and does not make up the time, often does not follow established standards for requesting and taking leave, often has little to no leave balances to manage, often does not ensure assignments are addressed or covered during periods of scheduled leave, engages in many personal phone calls during the workday.
5. Improvement Required – constantly late and is not prepared to perform the day’s work, unreliable, does not adhere to prescribed meal and break periods by frequently extending them and does not make up the time, does not follow established standards for requesting and taking leave, has little to no leave balances to manage, does not ensure assignments are addressed or covered during periods of scheduled leave, engages in many personal phone calls during the workday.

3.4 Merit and Bonus Guide for Annual/12-month Review Period Overall Performance Rating

The following table serves as a guide for determining any merit and/or performance bonus to be recommended for an employee and is based on the overall performance rating. Performance bonus percentage is calculated on Employee’s existing annual hourly base wage. If an employee has reached the top of the pay range (“topped out”) for their

classification, they will receive a performance bonus equal to the merit percent increase based on their overall performance rating. Merit and performance bonus amounts exceeding the amounts in the guide require General Manager approval.

Overall Performance Rating	Merit %	Performance Bonus
Exceeds Requirements 4.5 - 5.0	5.0%	2.0% - 3.0%
Achieves 3.5 - 4.4	4.5% - 5.0%	1.0% - 2.0%
Meets Requirements 2.5 - 3.4	4.0%	0%
In Development 1.5 - 2.4	2.0% - 3.0%	0%
Improvement Required 1.0 - 1.4	0% - 1.0%	0%

3.5 Merit and Bonus Guide for Six-month Probationary Period

Successful completion of a six-month probationary period must be accompanied by an overall performance rating of no less than 2.5. Employees successfully completing the probationary period shall receive a 2.5% merit increase and, at their supervisor's discretion, up to a 1.0% performance bonus. Merit and performance bonus amounts exceeding the amounts in the guide require General Manager approval.

3.6 Merit Guide for Promotions

The following table serves as a guide for determining any merit and/or performance bonus to be recommended for a promotional employee and is based on the overall performance, experience, education, and certifications achieved which result in promotion. Flex promotion shall receive a 5.0% - 7.5% increase to base pay or the bottom of new wage range whichever is greater. Promotion to a higher responsibility level receives a 10.0% increase to base pay or the bottom of new wage range whichever is greater. Flex promotions coinciding with certification achievements may also include 2.5% for qualifying certifications. Performance bonuses are not generally awarded as a result of promotion. Merit and performance bonus amounts exceeding the amounts in the guide require General Manager approval.

Overall Performance Rating	Merit %	Performance Bonus
Flex Promotion	5.0% - 7.5%	N/A
Promotion Higher Level Class	10.0%	N/A

IV. APPROVED BY:



Mark Busby
General Manager

Mammoth Community Water District Employee Performance Evaluation



Employee Name: Click or tap here to enter text. **Job Title:** Click or tap here to enter text.
Department/Division Name: Click or tap here to enter text.
Review Period Start: Click or tap here to enter text. **Review Period End:** Click or tap here to enter text.
Type of Evaluation: **Annual** **End of Probation** **Other (Specify)**

PERFORMANCE CATEGORY	PLACE MARK (X) IN THE APPROPRIATE RATING				
	Improvement Required	In Development	Meets Requirements	Achieves	Exceeds Requirements
<i>ALL Improvement Required, In Development, and Exceeds Requirements RATINGS MUST BE EXPLAINED IN THE RATING SUMMARY SECTION</i>					
Attendance: Meets attendance and punctuality guidelines. Absenteeism is within established guidelines and can be counted on to be on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: Expresses ideas and thoughts verbally and in writing. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability & Responsiveness: Responds to requests for service and assistance. Follows and accepts instructions and management direction. Takes responsibility for own actions. Commits to doing the best job possible. Follows through with commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goals & Accomplishments Achieved: Achieved goals and objectives assigned during the last performance review and/or accomplishment of additional tasks assigned during the review period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities when appropriate. Asks for help when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal: Works well with subordinates, peers, supervisors, and the public. Establishes and maintains effective relations at all levels. Exhibits tact, consideration, positive outlook and pleasant manner. Offers assistance and support, works cooperatively in group situations, and works actively to resolve conflicts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge, Skills, & Abilities: Competent in required job skills, knowledge and demonstrates proficiency. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires appropriate level of supervision for the class. Displays understanding of how job relates to others. Follows established rules, regulations and policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment: Exhibits sound and accurate judgment. Displays willingness to make decisions. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

ALL <i>Improvement Required, In Development, and Exceeds Requirements</i> RATINGS MUST BE EXPLAINED IN THE RATING SUMMARY SECTION	Improvement Required	In Development	Meets Requirements	Achieves	Exceeds Requirements
Planning & Organization: Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving: Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety: Demonstrates general observance of safety practices including compliance with safety rules and use of appropriate safety gear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use & Care of Resources: Demonstrates required skills. Adapts to new technologies. Uses resources available to increase productivity. Keeps technical skills up to date. Exhibits respect for the maintenance and care of District equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL AREAS OF EVALUATION FOR SUPERVISORS & MANAGERS					
Financial Management: Works within approved budget. Conserves District resources. Develops and implements cost saving measures and strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership: Exhibits confidence in self and others. Inspires respect and trust from subordinates. Delegates, sets expectations, and monitors activities and outcomes. Reacts well under pressure. Motivates others to perform well. Matches the responsibility to the person. Gives authority to work independently. Provides recognition for results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE EVALUATION OVERALL RATING SCORE					
TOTAL EACH COLUMN (Formula: Improvement Required = 1, In Development = 2, Meets Requirements = 3, Achieves = 4, Exceeds Requirements = 5)					
OVERALL RATING (Check box, corresponding to score) Add together and divide by 12 (or 14 for Supervisors and Managers) = Overall Rating	<input type="checkbox"/> Improvement Required (1 - 1.4)	<input type="checkbox"/> In Development (1.5 - 2.4)	<input type="checkbox"/> Meets Requirements (2.5 - 3.4)	<input type="checkbox"/> Achieves (3.5 - 4.4)	<input type="checkbox"/> Exceeds Requirements (4.5 - 5)

Rating Summary/Narrative: Click or tap here to enter text.

Rater/Reviewer Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

DEPARTMENT & GENERAL MANAGER SECTION
(Signatures to be obtained prior to giving review.)

Department Head/Manager Signature

Date

General Manager Signature

Date

Employee Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

EMPLOYEE SECTION

Employee Comments:

Employee Acknowledgment:

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature

Date