

RESOLUTION NO. 2022-37

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DONNER SUMMIT
PUBLIC UTILITY DISTRICT ADOPTING AN UNREPRESENTED EMPLOYEE
BENEFIT AND COMPENSATION PROGRAM**

WHEREAS, the Board of Directors wishes to establish an Unrepresented Employee Benefit and Compensation Program in order to attract and retain professional, competent and qualified employees to carry out the Donner Summit Public Utility District's mission, and

WHEREAS, such a program enhances the professional growth, motivation, and loyalty of employees and promotes a consistently higher level of service, and

WHEREAS, the Donner Summit Public Utility District's Unrepresented employees are defined to include the following positions:

- Office Manager
- Administrative Assistant
- Plant Manager
- Assistant Plant Manager
- Field Supervisor
- Operator I/II/III
- Mechanic
- Operator-in-Training

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Donner Summit Public Utility District does hereby adopt the following Unrepresented Employees Benefit and Compensation Program:

SECTION 1. SALARIES

Effective July 1, 2022 wage ranges for positions covered by this resolution shall be:

<u>Position</u>	<u>Wage Range</u>	<u>Period</u>
Office Manager	\$88,400 - \$122,000	Annually
Administrative Assistant	\$38.13 - \$46.35	Hourly
Plant Manager	\$125,000 - \$159,473	Annually
Assistant Plant Manager	\$48.48 - \$54.56	Hourly
Field Supervisor	\$43.10 - \$52.92	Hourly
Operator I/II/III	\$26.75 - \$48.46	Hourly
Mechanic	\$28.98 - \$36.60	Hourly
Operator-in-Training	\$20.62 - \$25.77	Hourly

SECTION 2. SALARY ADJUSTMENTS

Merit Increases

Movement through the salary ranges will be based upon merit following a comprehensive written performance evaluation by the employee's supervisor and approved by the General Manager.

Cost of Living Adjustments (COLA)

COLA must be approved by the Board. Staff will present a recommended COLA to the Board each year before July 1. Staff's recommendation will be based on the Consumer Price Index for all Urban Consumers for San Francisco, All Items, Not Seasonally Adjusted, February 12-Month Change. Any Board approved COLA will be applied to the salary ranges on July 1.

SECTION 3. BENEFITS AND INSURANCES

Retirement – The District funds a money purchase pension plan for the benefit of full time regular employees. The plan is managed by NH Hicks. The District makes a contribution to the plan each year on behalf of eligible participants. If an employee has less than five years of credited service, the District contributes 4% of the employee's salary each year. If an employee has six or more years of credited service, the District contributes 6% of the employee's annual salary. District contributions are not 100% vested to the employee until they have completed six years of service. The plan documents describe the vesting schedule and other terms and conditions in more detail.

Medical Insurance - The District offers its full time regular and probationary employees and their dependents medical/hospital insurance coverage. Coverage is provided through a combination of Blue Shield Bronze Full PPO Savings 5700/40% OffEx Plan and Employer Driven Insurance Solutions (EDIS). The District pays the premium for the employee and their family. The employee pays copays and the maximum employee out of pocket is \$540 for individual and \$1,080 for family. Such insurance is mandatory for employees unless they can demonstrate compliance with other coverage.

Dental Insurance - The District offers full time regular and probationary employees and their dependents the Humana Dental Traditional Preferred dental plan. The District pays the premium for the employee and family. The plan provides 100% coverage for preventative services, 80% for basic services, and 50% for major services. Such insurance is mandatory for all employees unless they can demonstrate compliance with other coverage.

Life Insurance - The District provides pays employee life insurance premiums of up to \$100 per month for coverage up to \$150,000.

Vision – The District provides vision coverage to full time regular and probationary employees through a Blue Shield 0/0/120 plan. The District pays the premium for employee and family and there is no employee deductible. The plan pays for prescription eyewear up to \$120 every twenty-four months.

Disability Insurance - The District provides long term disability insurance for full time employees which provides two-thirds of an employee's salary up to a maximum benefit of \$6,000/month. State Disability Insurance (SDI) is paid by the employee.

Deferred Compensation Plan - The District offers a voluntary deferred compensation plan (457(b)) to full time regular employees. Such monies deposited would become tax-deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation plan. The District will contribute 2% of an employee's annual salary if they elect to participate and make voluntary contributions.

PASSED AND ADOPTED by the Board of Directors of Donner Summit Public Utility District, this 15th day of November 2022, by the following vote:

AYES: Cathy Preis, Loni Kaufman, Phil Gamick, Alex Medveczky, Dawn Parkhorst
NOES: None
ABSENT: None
ABSTAIN: None

DONNER SUMMIT PUBLIC UTILITY DISTRICT

By: Cathy Preis
Cathy Preis
President, Board of Directors

ATTEST:
By: [Signature]
Alex Medveczky
Secretary of the Board

STEVEN PALMER
EXOPROD WORK
GENERAL MANAGER