



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683
Office - 916-354-3700 * Fax - 916-354-2082

PERSONNEL COMMITTEE

Regular Meeting

January 2, 2018 at 10:30 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. **Call to Order**
2. **Comments from the Public**
3. **Review 2017 Non-Represented Salary Range Adjustment**
4. **Review District Policy P2.001 Uniform and Dress Guidelines**
5. **Directors & Staff Comments/Suggestions** [no action]
6. **Adjournment**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is December 29, 2017. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: December 27, 2017
To: Personnel Committee
From: Mark Martin, General Manager
Subject: Adopt 2017 Non-Rep Salary Range CPI Adjustment

RECOMMENDED ACTION

Adopt the 2017 Non-represented Salary Ranges.

BACKGROUND

In August of 2017, Koff and Associates conducted a salary survey using the following comparator agencies: Amador Water Agency, Calaveras County Water District, City of Davis, City of Folsom, City of Galt, City of Modesto, City of Roseville, City of Woodland, City of Yuba City, Groveland Community Services District, Mammoth Community Water District, South Tahoe Public Utility District and Tuolumne Utilities District. For Security, the County of Sacramento, Elk Grove School District, Lake of the Pines Association, Lake Wildwood Association, Sacramento City Unified School District and Sacramento Municipal Utility District were used.

An adjustment to the salary range does not result in an automatic adjustment to any employee's rate of pay; unless the employee's current rate of pay falls below the minimum of their new salary range. The Pay for Performance manual allows for that employee's rate of pay to be increased to the minimum of the range if the employee is rated at least "meets standards" on their last performance evaluation. The proposed 2017 Non-represented Salary Ranges are attached.

Six (6) positions will be eligible for an increase to the minimum level of their adjusted salary range provided they were rated at least "meets standard" on their performance evaluation. These positions are Controller, Director of Field Operations, District Secretary, Security Chief, Security Sergeant, and Utility Supervisor.

The salary survey, under standard practice, was expected to be completed by April 2016, in time for annual unrepresented staff evaluations that year. Unfortunately, the analysis was not completed until late September 2017. In light of this, and for the sake of fairness, I recommend that adjustments be made retroactive back to April 2017, at a minimum, to coincide with 2017's performance review schedule. The timing of this proposed retroactive adjustment would also take into account the possibility that some comparable agencies analyzed in the report may have realized increases since 2016, thus, making an adjustment retroactive to April 2016 questionable. It is our intent to maintain a 2-year review cycle going forward.

**Rancho Murieta Community Services District - Results Summary
September 2017**

Classification	Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Accounting Supervisor	\$ 7,034	\$ 7,056	-0.3%	\$ 6,991	0.6%	\$ 10,392	\$ 10,538	-1.4%	\$ 10,517	-1.2%	9
Chief Plant Operator	\$ 7,949	\$ 8,354	-5.1%	\$ 7,904	0.6%	\$ 11,436	\$ 12,270	-7.3%	\$ 11,431	0.0%	12
Controller	\$ 8,143	\$ 8,902	-9.3%	\$ 8,521	-4.6%	\$ 11,657	\$ 12,605	-8.1%	\$ 11,669	-0.1%	4
Director of Field Operations	\$ 10,912	\$ 11,116	-1.9%	\$ 11,655	-6.8%	\$ 14,817	\$ 15,930	-7.5%	\$ 15,894	-7.3%	10
District Secretary	\$ 5,932	\$ 6,491	-9.4%	\$ 6,242	-5.2%	\$ 9,135	\$ 9,941	-8.8%	\$ 9,573	-4.8%	12
General Manager	\$ 15,401	\$ 15,902	-3.3%	\$ 15,244	1.0%	\$ 20,370	\$ 21,881	-7.4%	\$ 21,195	-4.0%	12
Security Chief	\$ 8,347	\$ 8,506	-1.9%	\$ 8,682	-4.0%	\$ 11,890	\$ 11,876	0.1%	\$ 11,712	1.5%	4
Security Sergeant	\$ 6,076	\$ 6,039	0.6%	\$ 6,765	-11.3%	\$ 9,299	\$ 8,887	4.4%	\$ 9,153	1.6%	5
Utility Supervisor	\$ 7,210	\$ 7,579	-5.1%	\$ 7,610	-5.6%	\$ 10,593	\$ 11,327	-6.9%	\$ 10,678	-0.8%	12

MEMORANDUM

Date: December 29, 2017
To: Personnel Committee
From: Mark Martin, General Manager
Subject: Adopt District Policy P2.001, Uniform and Dress Guidelines

RECOMMENDED ACTION

Adopt District Policy P2.001, Uniform and Dress Guidelines. This Policy supersedes Policy 2010-11.

BACKGROUND

The District requires employee's dress, grooming and personal hygiene be appropriate for their job and work site. Currently, the Policy allows for the Security Department to have mustaches while all other employees are allowed to have clean and well-maintained facial hair. This change would allow Security staff to have well-maintained facial hair beyond a mustache. The proposed Policy revision is attached for your review.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # P2.001
Title:	Uniform and Dress Guidelines	

PURPOSE

Rancho Murieta Community Services District requires each employee's dress, grooming and personal hygiene be appropriate for the job and work site. Employees are expected to present a professional, businesslike image to customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an on-going requirement of employment with the District. Managers and Supervisors are responsible to enforce the dress guidelines.

POLICY

OFFICE EMPLOYEES

A high standard of personal cleanliness and appearance is required of all employees. Office personnel are not required to conform to a specific dress code but rather to maintain dress that will be in good taste, project a good public image, and be appropriate for the assigned work area.

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair.

At its discretion, the District may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance.

FIELD OPERATIONS EMPLOYEES

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair. Positions that require donning air masks and/or a breathing apparatus must have facial hair shaven at the jaw line to affect a proper seal with personal safety equipment. Due to safety concerns, hair below the top of the shoulders and ponytails are not acceptable.

Uniforms

Field Operations employees are required to meet special dress standards, such as wearing uniforms and protective footwear. These employees should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit. Care should be taken in wearing a uniform, such as uniforms must not be ripped, faded, discolored, stained, etc. Field personnel should see their immediate supervisor for any questions regarding uniform standards.

Uniforms will be issued upon hire. Each employee will be expected to turn in old uniforms for new at the time of issue or when employment ends. The cost of any items lost or missing will be deducted from the employee's final paycheck.

Regular, full-time employees will generally receive up to the following:

The District will provide up to ten (10) sets of uniforms each Field Operations employee.

Temporary employees may receive the above to be returned when employment ends.

Employees are required to wear the uniform while on duty. District jackets or shirts will be worn as an outside garment except when the employee is wearing authorized wet weather gear. This display of District uniforms and emblems is to allow identification of employees by the public and to present an appropriate and consistent appearance.

Protective Footwear

OSHA regulations require employers to ensure that employees use protective footwear when in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole or where an employee's feet are exposed to electrical hazards. The following job classifications have been designated for inclusion in the Protective Footwear Policy since they are exposed to those potential hazards.

Director of Field Operations
Chief Plant Operator
Equipment Mechanic
Plant Operators I, II, III

Utilities Supervisor
Utility Worker I, II, III
Temporary Utility Worker
Operator in Training

The District will reimburse those employees required to wear protective footwear, the additional cost, not to exceed \$150.00, of providing footwear that meets the OSHA regulations. Each employee within the designated job classifications is responsible to wear protective footwear that is in safe condition while performing the job duties of their classification. The American National Standards Institute (ANSI) has set a rating of 1/75 for personal protective footwear. ANSI 1/75 rated footwear is available in steel or composite toed boots/shoes. A steel/composite toed boot/shoe must have an ANSI 1/75 rating to be approved for reimbursement in the District's Protective Footwear Policy.

The District requires all Field Operations employees (see above listing) to wear steel/composite toed boots. The District will reimburse up to \$150.00 per employee, per twelve (12) month period for the acquisition, replacement and/or repair of steel/composite toed safety boots/shoes purchased by employees whose positions are included in the Protective Footwear Policy. No more than one (1) pair of safety shoes will be reimbursed in a twelve (12) month period at the current rate of \$150.00 per pair. Costs in excess of \$150.00 are the responsibility of the employee.

Each employee shall provide original proof(s) of purchase and/or repair for approval by the Director of Field Operations, prior to receiving reimbursement. The employee is responsible to designate the amount of the cost of the shoe for which he/she is requesting reimbursement. Exceptions to this procedure will require prior written approval from the

General Manager or designee. The total reimbursement per employee, per twelve (12) month period shall not exceed \$150.00.

Employees included in the Protective Footwear Program, as per the above job classifications, are required to wear protective footwear during their assigned work schedule, planned or unplanned overtime or emergency call-out. Employees so designated who report to work without the appropriate footwear or footwear that is not in a safe condition, will be required to correct the deficiency before commencing work. Any impacts to District service resulting from an employee's failure to follow this procedure will be documented as "unscheduled leave without pay" and the employee may be subject to further disciplinary action up to and including termination.

SECURITY EMPLOYEES

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair. Due to safety concerns, hair below the top of the shoulders and ponytails are not acceptable.

Uniforms

See Security Operations Manual for full Security Gate Officer and Security Patrol Officer uniform ~~and grooming standards~~.

The District will provide two (2) sets of uniforms a year for each Security Officer.

Protective Footwear

The District requires all Security Officers to wear a black leather shoe or high top boot. It shall be smooth finish to accept polishing with plain or cap toe, designed to fit snugly around the ankle so as to prevent hang up of the trouser leg. A black oxford athletic shoe is authorized.

Any variance to the above policy must be requested in writing and approved by the General Manager in advance.

Approved by the Rancho Murieta Community Services District's Board of Directors	
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