

RESOLUTION NO. 12 - 2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAHOE-TRUCKEE SANITATION AGENCY ADOPTING SALARY SCHEDULE, SALARY SCHEDULE IMPLEMENTATION GUIDE, AND EMPLOYEE BENEFIT CHANGES

BE IT RESOLVED by the Board of Directors of the Tahoe-Truckee Sanitation Agency as follows:

1. Recitals. This resolution is adopted with reference to the following background recitals:

a. In 2019, the Agency retained Bryce Consulting to conduct an Agency-wide classification and compensation study. Following its information collection, evaluation, and analysis, Bryce prepared the TTSA Classification & Compensation Plan Final Report dated September 2019. The report sets forth the classification and compensation study results and recommendations for consideration by the Agency. The Agency Board adopted the final Bryce report at its September 11, 2019 meeting.

b. Agency staff, in consultation with Bryce and an ad hoc committee, have prepared a modified Agency employee salary schedule based on and implementing the Bryce report and with other appropriate adjustments and modifications. Agency staff also have reevaluated the employee benefits.

c. The Agency General Manager met with all Agency employees to evaluate the proposed salary schedule and consider employee benefit changes and the General Manager has received and considered input from the employees. The General Manager then prepared a final Salary Schedule (attached as Exhibit A) and Salary Schedule Implementation Guide (attached as Exhibit B). The General Manager also prepared the Description of TTSA Employee Benefits (attached as Exhibit C), which is a comprehensive write-up of the principal employee insurance and pension related benefits together with proposed changes. The General Manager recommends that the Board adopt the Salary Schedule, Salary Schedule Implementation Guide, and Description of TTSA Employee Benefits.

d. The Board desires to maintain a fair and competitive compensation and benefits structure that enables the Agency to retain and attract high-quality employees, while also being prudent fiscal managers of the Agency funds on behalf of the Agency residents and ratepayers. The Board has evaluated the salary and benefit recommendations made by the General Manager and finds and determines that the recommendations are appropriate and fairly satisfy these dual objectives.

2. Adoption of Salary Schedule. The Board adopts the Salary Schedule in the form as set forth on Exhibit A.

3. Adoption of Salary Schedule Implementation Guide. The Board adopts the Salary Schedule Implementation Guide in the form as set forth on Exhibit B.

4. Adoption of Employee Benefit Changes. The Board approves the employee benefits as set forth in the Description of TTSA Employee Benefits (Exhibit C). If there are any inconsistencies between Exhibit C and the Agency Employee Handbook or any other Agency resolution or policy, Exhibit C shall govern.

5. Implementation by General Manager. The Board authorizes and directs the Agency General Manager to take appropriate action to implement the employee salary and benefit changes approved by this resolution and in a manner consistent with the Salary Schedule Implementation Guide, applicable employee benefit plan documents, and applicable laws.

6. Effective Date and Future Changes. The Salary Schedule, Salary Schedule Implementation Guide, and employee benefit changes shall take effect on January 1, 2020. The increased life insurance coverage shall take effect upon the effective date of the new or amended life insurance policy implementing this change. The Salary Schedule and employee benefits are subject to change at any time as may be determined by subsequent action of the Board.

PASSED AND ADOPTED by the Board of Directors of the Tahoe-Truckee Sanitation Agency on this 11th day of December 2019 by the following roll call vote:

AYES: Directors Northrop, Lewis, Wilkins, Tresan and President Cox.
NOES: None
ABSTAIN: None
ABSENT: None



Dan Wilkins, Vice-President
Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Attest:



Secretary of the Board of Directors
TAHOE-TRUCKEE SANITATION AGENCY

Tahoe-Truckee Sanitation Agency
Salary Schedule
FY 2019-2020 Monthly Salary Schedule
Approved and Adopted by Board of Directors: December 11, 2019

Job Classification		Group	1	2	3	4	5	6	7
Administration	Accounting Supervisor	A	8,424	8,639	8,857	9,079	9,306	9,539	9,777
	Accounting Supervisor	B	5,342	5,609	5,889	6,184	6,493	6,818	-
	Accounting Technician I	B	3,960	4,158	4,366	4,585	4,814	5,055	-
	Accounting Technician II	A	7,288	7,653	8,038	8,441	8,863	-	-
	Accounting Technician II	B	4,376	4,595	4,824	5,065	5,319	5,585	-
	Administrative Assistant I	B	3,410	3,580	3,759	3,947	4,145	4,352	-
	Administrative Assistant II	A	4,987	5,236	5,497	5,774	6,064	-	-
	Administrative Assistant II	B	3,768	3,956	4,154	4,362	4,580	4,809	-
	Administrative Department Manager *	A	10,573	10,840	11,110	11,389	11,676	11,968	12,268
	Administrative Department Manager *	B	9,575	10,053	10,556	11,084	11,638	12,220	-
	Customer Service Specialist I	B	3,584	3,764	3,952	4,149	4,357	4,575	-
	Customer Service Specialist II	A	6,609	6,940	7,288	7,653	8,038	-	-
	Customer Service Specialist II	B	3,960	4,158	4,366	4,585	4,814	5,055	-
	Customer Service Supervisor	A	8,424	8,639	8,857	9,079	9,306	9,539	9,777
	Customer Service Supervisor	B	4,835	5,076	5,330	5,597	5,877	6,171	-
	Purchasing Agent I	A	5,774	6,064	6,369	6,689	7,023	-	-
	Purchasing Agent I	B	4,101	4,306	4,521	4,747	4,985	5,234	-
	Purchasing Agent II	A	6,107	6,412	6,735	7,074	7,428	-	-
	Purchasing Agent II	B	4,531	4,758	4,996	5,245	5,508	5,783	-
Engineering	Assistant Engineer	A	9,177	9,406	9,641	9,883	10,129	10,382	10,641
	Assistant Engineer	B	7,387	7,757	8,145	8,552	8,979	9,428	-
	Associate Engineer	A	9,177	9,406	9,641	9,883	10,129	10,382	10,641
	Associate Engineer	B	8,162	8,570	8,999	9,449	9,921	10,417	-
	Engineering Department Manager *	B	11,401	11,971	12,569	13,198	13,858	14,551	-
	Safety Officer	A	8,427	8,641	8,859	9,081	9,308	9,541	9,779
	Safety Officer	B	7,574	7,953	8,350	8,768	9,206	9,666	-
	Senior Engineer *	B	9,480	9,954	10,451	10,974	11,523	12,099	-
IT	Information Technology Department Manager *	B	10,318	10,834	11,376	11,945	12,542	13,169	-
	Information Technology Specialist	B	7,205	7,566	7,944	8,341	8,758	9,196	-
Maintenance	Instrumentation and Electrical Supervisor	A	9,509	9,745	9,991	10,242	10,501	10,763	11,034
	Instrumentation and Electrical Supervisor	B	8,580	9,009	9,459	9,932	10,429	10,950	-
	Instrumentation and Electrical Technician I	B	5,757	6,045	6,347	6,664	6,998	7,347	-
	Instrumentation and Electrical Technician II	A	7,433	7,620	7,811	8,009	8,210	8,416	8,627
	Instrumentation and Electrical Technician II	B	6,361	6,679	7,013	7,363	7,732	8,118	-
	Instrumentation and Electrical Technician III	A	8,009	8,210	8,416	8,627	8,845	9,066	9,293
	Instrumentation and Electrical Technician III	B	7,028	7,379	7,748	8,136	8,543	8,970	-
	Lead Maintenance Mechanic	A	7,633	7,824	8,020	8,222	8,427	8,641	8,859
	Lead Maintenance Mechanic	B	6,204	6,514	6,840	7,182	7,541	7,918	-
	Maintenance Department Manager *	B	10,318	10,834	11,376	11,945	12,542	13,169	-
	Maintenance Mechanic I	A	5,551	5,694	5,838	5,986	6,136	6,290	6,448
	Maintenance Mechanic I	B	4,600	4,830	5,071	5,325	5,591	5,870	-
	Maintenance Mechanic II	B	5,082	5,336	5,603	5,883	6,177	6,486	-
	Maintenance Mechanic III	A	6,913	7,085	7,264	7,445	7,633	7,824	8,020
	Maintenance Mechanic III	B	5,615	5,896	6,191	6,500	6,825	7,166	-
	Maintenance Supervisor	B	8,580	9,009	9,459	9,932	10,429	10,950	-
	Inventory Control Specialist	B	4,811	5,051	5,304	5,569	5,847	6,140	-
Operations	Chemist I	B	4,716	4,951	5,199	5,459	5,732	6,019	-
	Chemist II	A	7,353	7,537	7,727	7,920	8,121	8,323	8,532
	Chemist II	B	5,210	5,471	5,744	6,032	6,333	6,650	-
	Chemist III	A	8,120	8,323	8,532	8,747	8,966	9,190	9,421
	Chemist III	B	5,757	6,045	6,347	6,664	6,998	7,347	-
	Chief Plant Operator	A	9,526	9,765	10,009	10,259	10,518	10,783	11,053
	Chief Plant Operator	B	8,580	9,009	9,459	9,932	10,429	10,950	-
	Laboratory Director *	A	9,526	9,765	10,009	10,259	10,518	10,783	11,053
	Laboratory Director *	B	8,580	9,009	9,459	9,932	10,429	10,950	-
	Operations Shift Supervisor	A	7,633	7,824	8,020	8,222	8,427	8,641	8,859
	Operations Shift Supervisor	B	6,521	6,847	7,190	7,549	7,927	8,323	-
	Operations Supervisor	A	8,427	8,641	8,859	9,081	9,308	9,541	9,779
	Operations Supervisor	B	7,574	7,953	8,350	8,768	9,206	9,666	-
	Operations Department Manager *	B	10,318	10,834	11,376	11,945	12,542	13,169	-
	Operator in Training	B	4,163	4,371	4,590	4,819	5,060	5,313	-
	Operator I	A	5,551	5,694	5,838	5,986	6,136	6,290	6,448
	Operator I	B	4,600	4,830	5,071	5,325	5,591	5,870	-
	Operator II	B	5,082	5,336	5,603	5,883	6,177	6,486	-
	Operator III	A	6,913	7,085	7,264	7,445	7,633	7,824	8,020
	Operator III	B	5,615	5,896	6,191	6,500	6,825	7,166	-
GM	General Manager *	B	14,557	15,285	16,049	16,852	17,694	18,579	-
	Human Resources Administrator *	B	8,753	9,190	9,650	10,132	10,639	11,171	-

* = FLSA Exempt

Effective Date: 01/01/20

Approval Signature: 

Revision Date (if any): NA

EXHIBIT B

Salary Schedule Implementation Guide **December 11, 2019**

The Agency shall maintain a single salary schedule broken down into 2 Groups. The 2 Groups are **A** and **B**. The overall goal is to eventually have a single salary schedule that represents the 75% labor market salaries for all classifications (based on the Sept. 2019 Bryce Classification and Compensation Report). This cannot be achieved at this time because the Agency currently has staff that are compensated in excess of the 75% labor market salary goal. In order to accomplish the overall goal, staff will be assigned to Group A or Group B as described below.

Group Summary

- **Group A** classifications and salary steps are applied to current staff that have a current maximum salary greater than the maximum salary of the corresponding classification identified in Group B (75% labor market maximum salary). As staff change classifications, they will be moved to Group B. Eventually, Group A will be eliminated as staff move to Group B through change in classifications or as Group B salaries exceed those in Group A through Board approved cost of living adjustments. Cost of living adjustments will not apply to Group A classifications.
 - **Example: Chemist III**
 - Chemist III current maximum salary = \$9,421/month.
 - Chemist III 75% labor market maximum salary = \$7,347/month.
 - Current staff in Chemist III are assigned to Group A because the current maximum salary exceeds the 75% labor market maximum salary.
- **Group B** classifications and salary steps are applied to new hires and to current staff that have a current maximum salary lower than the maximum salary of the corresponding classification identified in Group B (75% labor market maximum salary). Board approved cost of living adjustments will apply to Group B classifications.
 - **Example: IT Specialist**
 - IT Specialist current maximum salary = \$8,845/month.
 - IT Specialist 75% maximum salary = \$9,196/month.
 - IT Specialist is assigned to Group B.

Salary Schedule Implementation Steps

1. **Initial salary step assignment of staff**
 - a. Current staff are assigned to Group A or B as identified above.
 - i. Staff assigned to Group A will maintain their current salary step.
 - ii. Staff assigned to Group B will be moved to the first Group B salary step greater than their current salary step.

1. **Example:** Inventory Control Specialist

- a. Inventory Control Specialist is assigned to Group B.
- b. The Inventory Control Specialist is currently on step 3 (\$5,353/month) of the current pay schedule.
- c. The Inventory Control Specialist would be assigned to step 4 in Group B (\$5,569/month).

2. Changes in classifications

a. Group A

- i. If an employee assigned to Group A is promoted to a new classification within the same classification series¹ and the maximum salary for the new classification as identified in Group B is less than the employee's current classification maximum salary, then the employee will be assigned to the corresponding classification in Group A and will maintain his or her current salary.

1. **Example:** Assistant Engineer is promoted to Associate Engineer

- a. Assistant Engineer current maximum salary = \$10,641/month.
- b. Associate Engineer 75% labor market maximum salary = \$10,417/month.
- c. Employee position changes to Associate Engineer, but employee maintains current higher maximum salary of \$10,641/month.

- ii. If an employee assigned to Group A is promoted to a new classification within the same classification series and the maximum salary for the new classification as identified in Group B is greater than the employee's current classification maximum salary, then the employee will be assigned to the corresponding classification in Group B. The assigned step would be the first salary step greater than the employee's current salary step.

1. **Example:** Operator I is promoted to Operator II

- a. Operator I current maximum salary = \$6,448/month
- b. Operator II 75% labor market maximum salary = \$6,486/month.
- c. Employee position changes to Operator II and employee is assigned the next higher salary within Group B of the Operator II step series, which is the maximum salary of \$6,486/month (Group B, step 6).

¹ The following are the Agency classification series (or departments): Administration, Engineering, IT, Maintenance, Operations, and GM.

- iii. If an employee assigned to Group A is changing classifications to a new classification in a different classification series or is demoted to a lower classification within the same series, the employee will be assigned to the corresponding classification in Group B. This would prevent an employee from maintaining a higher salary when there is a reduction in responsibilities.

1. **Example:** Mechanic III is demoted to Mechanic II

- a. Mechanic III current maximum salary = \$8,020/month.
- b. Mechanic II 75% labor market maximum salary = \$6,486/month.
- c. Employee position changes to Mechanic II and employee is assigned the maximum salary of \$6,486/month.

2. **Example:** Operator III changes classification to Mechanic I

- a. Operator III current maximum salary = \$8,020/month.
- b. Mechanic I 75% labor market maximum salary = \$5,870/month.
- c. Employee position changes to Mechanic I and employee is assigned the maximum salary of \$5,870/month.

b. Group B

- i. Employees assigned to Group B will remain in Group B for all changes in classifications.

3. Automatic transfers to Group B

- a. Employees in Group A will automatically be assigned to Group B when their corresponding maximum salary in Group B exceeds their current maximum salary. This would typically occur at the beginning of fiscal year or when Board approved cost-of-living-adjustments are applied to Group B classifications.
- b. The assigned step in Group B would be the first salary step greater than their current salary step.

4. Cost-of-Living-Adjustment (COLA)

- a. Board approved COLA are only applied to Group B salary steps and classifications (unless otherwise directed by the Board).
- b. The COLA will be applied at the beginning of the fiscal year (July 1).
- c. The COLA shall be determined per the California CPI index, All Urban Consumers Index, beginning and ending in February of the corresponding year according to the following scale:
 - i. 100% of the first 3% of the CPI;
 - ii. 75% of the incremental increase between 3.01% and 6%;
 - iii. 50% of the incremental increase between 6.01% and 12%;
 - iv. Over 12% will be determined by the Board of Directors;
- d. The COLA minimum shall be 0%.

5. Step Increases

- a. Step increases for all groups will be considered annually based on the employee's annual performance evaluation. Annual is defined as 1 calendar year from the last step or classification change. If the evaluation is positive and the immediate supervisor(s) and department manager agree a step increase is merited, a step increase will be provided to the employee.
- b. Employees that change classifications will start a new 1-year period for their evaluation.
- c. Employees that do not change classifications will not start a new 1-year period for their evaluation.

6. Pay for Performance Appraisal (Non-Base Pay Compensation)

- a. Pay for performance appraisal and possible pay-for-performance payments only apply to employees after completion of 1-year in the final step of their classification within Group A or Group B.
- b. The percentage will be determined by a predetermined grading system as identified with the updated annual performance evaluation.
- c. The appraisal will be up to 5% of their current salary and be issued as a lump sum disbursement (i.e., the base salary will remain unchanged).
 - i. **Example:** Accounting Supervisor
 - a. Accounting Supervisor final step = \$9,775/month
 - b. Evaluation warrants a 5% appraisal.
 - c. Lump sum appraisal calculation
 $= (\$9,775/\text{month}) \times (0.5) \times (12 \text{ months})$
 $= \$5,865$
 - d. Salary remains fixed at \$9,775/month (except for COLA increases that may be applied to the Group B steps).

7. Annual Performance Evaluations

- a. An updated employee annual performance evaluation will be created and will incorporate "core values" in addition to regular performance measures.
- b. The format will be drafted by department managers and supervisors and be presented to staff for input prior to implementation.
- c. The Agency has contracted and consulted with Trakstar (performance evaluation software) to prepare future evaluations.
- d. There will be training for supervisors and managers that perform evaluations to maintain consistent standards when evaluating staff.

8. Classification Adjustments

- a. Employees that currently maintain certifications or experience above the minimum requirement for their current classification making them eligible for a higher classification (a promotion) would be moved to the higher classification in Group A upon approval of their immediate supervisor and/or department manager, unless rejected by the individual employee.

9. Voluntary transfer to Group B

- a. If an employee initially assigned to Group A requests in writing to be transferred to Group B, then the employee will be transferred to the Group B salary step that is closest to, but does not exceed, the employee's Group A salary. Transfers shall only be accepted prior to the implementation date of the Salary Schedule. After an employee is transferred to Group B under this provision, he or she cannot be transferred back to Group A.

The Agency Board has adopted a salary schedule consistent with this implementation guide. The schedule shows the job classifications, classification series, and Groups A and B salary steps. Any salary schedule change requires Board approval. The Agency General Manager or his or her designee shall prepare, keep, maintain, and periodically update a list consistent with this implementation guide showing each Agency employee, the employee's job classification, the employee's assigned group, and the employee's step within that group's salary steps.

EXHIBIT C

Description of TTSA Employee Benefits **December 11, 2019**

1. Health Care Benefit

- a. Agency shall provide health care benefits for all of its regular and introductory employees and their spouses and dependent children in accordance with the terms of the Public Employees' Medical & Hospital Care Act and CalPERS regulations and the applicable CalPERS health program coverage and plan documents.
- b. The health care benefit plan shall be the PERSCare plan and will include "Employee Only", "Employee Plus 1", or "Employee Plus 2 or More" plan options. At the employee's choice, he/she may choose from other available benefit plans offered to the Agency by CalPERS (i.e., PERSCare, PERSChoice, PERS Select).
- c. Agency shall pay 100% of the health care benefit plan premium.
- d. For regular and introductory employees who enroll in the Agency health care benefit plan as the primary member, the Agency shall contribute a monetary contribution equal to the plan deductible (\$500/year for "Employee Only" plan and \$1,000/year for "Employee Plus One", or "Employee Plus 2 or More") to the employee's account in the Agency Health Reimbursement Arrangement Plan (HRA).
- e. Regular and introductory employees may decline to participate in ("opt-out" of) the Agency health care benefit; however, coverage can be terminated only during the CalPERS open enrollment period. Before declining to participate in the plan or terminating coverage, the employee must provide satisfactory verification that he/she participates in a health care plan through another provider (e.g., a spouse's plan). If a regular and introductory employee does not participate in the Agency health care benefit, the Agency shall contribute a sum to the employee's HRA account equal to 50% of the premium cost for the "Employee Only" plan in California (Nevada County). The contribution will be provided monthly.
- f. Regular and introductory employees who are declared as a dependent to another regular and introductory employee's health care benefit plan shall be provided an Agency contribution that will be deposited to the employee HRA account, equal to 50% of the premium cost for the "Employee Only" plan in California (Nevada County). The contribution will be provided monthly, commencing during the CalPERS open enrollment period.

2. Retiree Health Care Benefit

- a. Agency shall provide health care benefits for all of its retired employees (that meet the eligibility requirements set forth by CalPERS) and their spouse and dependent children in accordance with the terms of the Public Employees' Medical & Hospital Care Act and CalPERS regulations and the applicable CalPERS health program coverage and plan documents.

- b. The retiree health care benefit plan options shall be the CalPERS “Employee Only”, “Employee Plus 1”, or “Employee Plus 2 or More.”
- c. Agency shall pay 100% of the health care benefit plan premium.

3. Dental Care Benefit

- a. Agency shall provide dental care benefits for all of its regular and introductory employees and their spouses and dependent children in accordance with the terms of the Standard Insurance Company policy and coverage documents.
- b. The dental care benefit plan shall include the “Employee Only”, “Employee Plus 1”, or “Employee Plus 2” or “Employee Plus 3+” plan options.
- c. Agency shall pay 100% of the dental care benefit plan premium.
- d. For regular and introductory employees who enroll in the Agency dental care benefit as the primary member, the Agency shall provide a reimbursement to the employee and his/her spouse and dependents for the annual deductible and an additional 30% of the uninsured cost for endodontics, including pulpal therapy and root canal filling (post and core), periodontics, onlays and crowns, per individual, up to the dental care benefit maximum coverage limit.
- e. Regular and introductory employees may decline to participate in (“opt-out” of) the Agency dental care benefit; however, coverage can be terminated only during the Agency open enrollment period, which will coincide with the CalPERS open enrollment period for the health care benefit. Before declining to participate in the plan or terminating coverage, the employee must provide satisfactory verification that he/she participates in a dental care plan through another provider (e.g., a spouse’s plan). If a regular and introductory employee does not participate in the Agency dental plan, the Agency shall contribute a sum to the employee’s HRA account equal to 50% of the premium cost for the “Employee Only” plan. The contribution will be provided monthly.
- f. Regular and introductory employees who are declared as a dependent to another regular and introductory employee’s dental care benefit shall be provided an Agency contribution that will be deposited to the employee HRA account, equal to 50% of the premium cost for the “Employee Only” plan. The contribution will be provided monthly, commencing during the Agency open enrollment period, which will coincide with the CalPERS open enrollment period for the health care benefit.

4. Vision Benefit

- a. Agency shall provide a vision benefit reimbursement up to \$400 per fiscal year (July 1 – June 30) for each of the regular and introductory employees and their spouses and dependent children.

5. State Disability Insurance (SDI) Reimbursement

- a. State Disability Insurance (SDI) is paid by all employees (per pay period) and is based on a percentage of their salary. The Agency shall provide a reimbursement

to regular and introductory employees equal to the SDI withholding during each pay period.

- b. Agency shall investigate options to provide a different or supplemental short-term disability insurance plan for possible future approval and implementation.

6. Long Term Disability Insurance

- a. Agency shall investigate options to provide long-term disability insurance for possible future approval and implementation.

7. Health Reimbursement Arrangement (HRA)

- a. Agency shall maintain an HRA account, which will be able to receive contributions from the employer and allow withdrawals from the employee, for all of its regular and introductory employees in accordance with the terms of the Navia plan document.
- b. Agency shall maintain an HRA account, which will be able to allow withdrawals only, for all of its retirees and other separated employees. Once a retiree's or former employee's HRA funds are depleted, the Agency plan administrator will close the retiree's or former employee's account.
- c. Agency shall contribute a monetary single lump sum contribution equal to the health plan deductible (\$500/year for "Employee Only" plan and \$1,000/year for "Employee Plus One", or "Employee Plus 2 or More") to regular and introductory employees if the employee enrolls in the Agency health care benefit.

8. Cafeteria Plan

- a. Agency shall investigate a pre-tax flexible spending dependent care plan to which regular and introductory employees can provide contributions for dependent care for possible future approval and implementation.

9. Pension Contribution

- a. The Agency shall participate in the CalPERS retirement program in accordance with the Public Employees' Retirement Law and CalPERS regulations and the CalPERS/Agency agreement.
- b. The Agency shall pay 100% of the Employer and Employee required pension contribution for "Classic" employees, as defined and determined by CalPERS.
- c. The Agency shall pay 100% of the Employer required contribution for post-Jan. 1, 2013 "New Member" employees, as defined and determined by CalPERS.

10. Life Insurance

- a. The Agency shall provide life insurance coverage for all of its regular and introductory employees in the amount of \$200,000 per employee.