



**Date:** October 6, 2020

**Prepared By:** Allison M. Edmisten, Chief Financial Officer

**Subject:** Approval of the Terms and Conditions of Employment for Management-Supervisory Employees of the Yucaipa Valley Water District

**Recommendation:** That the Board approves the Memorandum of Agreement with the Management-Supervisory Employees as presented.

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Attached is a Memorandum of Agreement with the Management-Supervisory Employees of the Yucaipa Valley Water District for your review and consideration.

At this time, the Management-Supervisory Employees recommend the following changes to the MOA:

- Contract Term through June 30, 2026
- Deferred Compensation Contribution:
  - Increase in the maximum match each year of the contract
  - Conversion of Accrued Sick Leave to Deferred Compensation – reduce minimum hour balance and increase number of hours allowed to transfer per pay period
- Conversion of Accrued Vacation Leave to Deferred Compensation-new
  - Reduce maximum hours of vacation
- Overtime
  - Option to apply balance of compensatory time to deferred compensation once per year
  - Option to cash out balance of compensatory time to deferred compensation once per year

## MEMORANDUM OF AGREEMENT

### TERMS AND CONDITIONS OF EMPLOYMENT FOR MANAGEMENT-SUPERVISORY EMPLOYEES OF THE YUCAIPA VALLEY WATER DISTRICT

The following are the terms and conditions of employment for the Management-Supervisory Employees of the Yucaipa Valley Water District ("District" or "YVWD"), effective July 1, 2020, and ending on June 30, 2026. Each may be referred to herein as a "Party" and jointly as the "Parties".

**1.0 Application.** This Agreement applies to the Management - Supervisory Employees of the District pursuant to Resolution No. 18-2006 adopted on June 21, 2006 and is entered into pursuant to the Meyer-Millias-Brown Act (Government Code Sections 3500-3511). Management - Supervisory Employees are defined as those employees who have the authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, requiring the use of independent judgment., and includes the following job classifications at the District: Senior Integrated Operator (Grade V); Senior Plant Operator (Supervisor); Administrative Supervisor; Project Manager; Public Works Supervisor; Water Resource Specialist; Senior Engineering Technician; Management Analyst; Information Systems Specialist, and other positions assigned pursuant to the General Manager.

This Agreement shall also apply to confidential classified employees.

**2.0 Term.** This Agreement shall continue in effect for six (6) fiscal years until June 30, 2026 unless amended by mutual agreement between the Parties.

**3.0 Merit Salary System.** The Merit Salary system shall utilize a scale of 0% to 6% for the contract term only. In accordance with established negotiated practice, evaluations shall be effective on April 1<sup>st</sup> of each year of the term of this Agreement.

**4.0 Medical Insurance Provisions.** During the term of this Agreement, the Management - Supervisory Employees hereby assigns authority and discretion to the District's Board of Directors to select any medical plan similar to the coverage provided as of June 30, 2020. At each future change in cost for HMO medical provider coverage, the District's Board of Directors shall pay a fixed monthly amount based on the average (except for Health Net Salud y Mas) of the single employee, employee plus one, and family plans multiplied by a factor of 1.30. The employee shall be responsible for any cost above that fixed amount paid by the District.

**5.0 District Contribution to Public Employee Retirement System (PERS) Retirement.** Effective February 26, 2018, the Classic PERS unit members shall be responsible for paying the employee portion of the PERS retirement contribution. Consistent with the Public Employees' Pension Reform Act of 2013, new members entering the Public Employees' Retirement System after January 1, 2013, shall contribute 8% of his/her gross salary to pay for the retirement benefits offered by PERS.

**6.0 Deferred Compensation Contribution.** Exclusive of any contribution made by the District to an employee's deferred compensation account (such as unused medical, sick leave to deferred compensation or other deferred compensation contribution) outside of this provision, the

District will contribute a matched amount per payroll period (26 payroll periods per year) up to the maximum amounts listed below:

- July 1, 2020 – June 30, 2021: \$283/per payroll period
- July 1, 2021 – June 30, 2022: \$293/per payroll period
- July 1, 2022 – June 30, 2023: \$303/per payroll period
- July 1, 2023 – June 30, 2024: \$313/per payroll period
- July 1, 2024 – June 30, 2025: \$323/per payroll period
- July 1, 2025 – June 30, 2026: \$333/per payroll period

Conversion of Accrued Sick Leave to Deferred Compensation - Supervisory employees with an excess of 300 hours of sick leave are also eligible to convert up to 10 hours of sick leave per pay period up to the maximum contribution amounts allowed by the 457(b) regulations. At no time can an employee contribute sick leave hours to deferred compensation with a balance of sick leave below 300 hours.

**7.0 Vacation Leave.** Supervisory employees may accumulate vacation credits up to a maximum of 200 hours. Any supervisory employee with a balance of vacation leave greater than 200 hours as of June 30, 2021 will have the excess time transferred to his/her deferred compensation plan.

Conversion of Accrued Vacation Leave to Deferred Compensation – Supervisory employees with an excess of 160 hours of vacation leave are also eligible to convert up to 8 hours of vacation leave per pay period up to the maximum contribution amounts allowed by the 457(b) regulations. At no time can an employee contribute vacation leave hours to deferred compensation with a balance of vacation leave below 160 hours.

**8.0 Overtime.** Supervisory employees may elect (by October 31<sup>st</sup>) to apply any balance of compensatory time to deferred compensation once a year in November. In addition, the supervisory employee may also elect (by October 31<sup>st</sup>) to cash out any balance of compensatory time once a year in November. If the employee is interested in transferring to deferred compensation and/or a cash out, he/she shall notify the Payroll Clerk in writing by October 31<sup>st</sup>. If the Payroll Clerk does not receive notification in writing by October 31<sup>st</sup> the compensatory balance will remain intact. Supervisory employees may carry a balance of compensatory time up to 80 hours. This balance may be replenished throughout the year, but shall not exceed 80 hours at any time.

**9.0 Salary Survey.** The District's Board of Directors reserves the sole and absolute right to evaluate and/or implement salary schedule adjustments or modifications during the term of this Agreement.

**10.0 Consistency with Other Bargaining Groups.** If the other bargaining groups (General Employee or Management-Exempt Employee) bargaining unit(s) receive an increase in compensation higher than the terms and conditions set forth in this Agreement with the Management - Supervisory Employees, such increase(s) will also be granted to the Management - Supervisory Employees up to June 30, 2026.

**11.0 Implementation.** All provisions within this Agreement shall become effective based on the approval date by the Yucaipa Valley Water District Board of Directors.

**Management - Supervisory Employees:**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**Yucaipa Valley Water District:**

\_\_\_\_\_  
Chris Mann, President

\_\_\_\_\_  
Date

## Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2020

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$9,502	\$11,878	\$12,472			
129	\$9,348	\$11,685	\$12,269			
128	\$9,196	\$11,496	\$12,070			
127	\$9,047	\$11,309	\$11,874			
126	\$8,900	\$11,125	\$11,682			
125	\$8,756	\$10,945	\$11,492			
124	\$8,614	\$10,767	\$11,306			Senior Integrated Operator (Grade V)
123	\$8,474	\$10,592	\$11,122			
122	\$8,336	\$10,420	\$10,941			
121	\$8,201	\$10,251	\$10,764			
120	\$8,068	\$10,085	\$10,589			
119	\$7,934	\$9,918	\$10,413			
118	\$7,800	\$9,750	\$10,238	Project Manager		
117	\$7,666	\$9,583	\$10,062		Public Works Supervisor	
116	\$7,533	\$9,416	\$9,887			
115	\$7,399	\$9,249	\$9,711			
114	\$7,265	\$9,081	\$9,535			Senior Plant Operator
113	\$7,131	\$8,914	\$9,360	Administrative Supervisor/Water Resource Specialist		
112	\$6,997	\$8,747	\$9,184			
111	\$6,864	\$8,579	\$9,008	Information Systems Specialist		
110	\$6,730	\$8,412	\$8,833	Senior Engineering Technician		
109	\$6,596	\$8,245	\$8,657			
108	\$6,462	\$8,078	\$8,482			
107	\$6,328	\$7,910	\$8,306			
106	\$6,194	\$7,743	\$8,130	Management Analyst		
105	\$6,061	\$7,576	\$7,955			
104	\$5,927	\$7,409	\$7,779			

## Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2021

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$9,740	\$12,175	\$12,784			
129	\$9,582	\$11,977	\$12,576			
128	\$9,426	\$11,783	\$12,372			
127	\$9,273	\$11,592	\$12,171			
126	\$9,123	\$11,404	\$11,974			
125	\$8,975	\$11,218	\$11,779			
124	\$8,829	\$11,036	\$11,588			Senior Integrated Operator (Grade V)
123	\$8,686	\$10,857	\$11,400			
122	\$8,545	\$10,681	\$11,215			
121	\$8,406	\$10,508	\$11,033			
120	\$8,270	\$10,337	\$10,854			
119	\$8,132	\$10,166	\$10,674			
118	\$7,995	\$9,994	\$10,494	Project Manager		
117	\$7,858	\$9,823	\$10,314		Public Works Supervisor	
116	\$7,721	\$9,651	\$10,134			
115	\$7,584	\$9,480	\$9,954			
114	\$7,447	\$9,308	\$9,774			Senior Plant Operator
113	\$7,309	\$9,137	\$9,594	Administrative Supervisor/Water Resource Specialist		
112	\$7,172	\$8,965	\$9,414			
111	\$7,035	\$8,794	\$9,234	Information Systems Specialist		
110	\$6,898	\$8,622	\$9,054	Senior Engineering Technician		
109	\$6,761	\$8,451	\$8,874			
108	\$6,624	\$8,280	\$8,694			
107	\$6,487	\$8,108	\$8,514			
106	\$6,349	\$7,937	\$8,334	Management Analyst		
105	\$6,212	\$7,765	\$8,153			
104	\$6,075	\$7,594	\$7,973			

## Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2022

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$9,983	\$12,479	\$13,103			
129	\$9,821	\$12,277	\$12,891			
128	\$9,662	\$12,078	\$12,681			
127	\$9,505	\$11,881	\$12,476			
126	\$9,351	\$11,689	\$12,273			
125	\$9,199	\$11,499	\$12,074			
124	\$9,050	\$11,312	\$11,878			
123	\$8,903	\$11,129	\$11,685			Senior Integrated Operator (Grade V)
122	\$8,758	\$10,948	\$11,495			
121	\$8,616	\$10,770	\$11,309			
120	\$8,476	\$10,595	\$11,125			
119	\$8,336	\$10,420	\$10,941			
118	\$8,195	\$10,244	\$10,756	Project Manager		
117	\$8,055	\$10,068	\$10,572		Public Works Supervisor	
116	\$7,914	\$9,892	\$10,387			
115	\$7,773	\$9,717	\$10,203			
114	\$7,633	\$9,541	\$10,018			Senior Plant Operator
113	\$7,492	\$9,365	\$9,834	Administrative Supervisor/Water Resource Specialist		
112	\$7,352	\$9,190	\$9,649			
111	\$7,211	\$9,014	\$9,464	Information Systems Specialist		
110	\$7,070	\$8,838	\$9,280	Senior Engineering Technician		
109	\$6,930	\$8,662	\$9,095			
108	\$6,789	\$8,487	\$8,911			
107	\$6,649	\$8,311	\$8,726			
106	\$6,508	\$8,135	\$8,542	Management Analyst		
105	\$6,367	\$7,959	\$8,357			
104	\$6,227	\$7,784	\$8,173			

## Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2023

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$10,233	\$12,791	\$13,431			
129	\$10,067	\$12,584	\$13,213			
128	\$9,904	\$12,379	\$12,998			
127	\$9,743	\$12,179	\$12,787			
126	\$9,585	\$11,981	\$12,580			
125	\$9,429	\$11,786	\$12,376			
124	\$9,276	\$11,595	\$12,175			Senior Integrated Operator (Grade V)
123	\$9,125	\$11,407	\$11,977			
122	\$8,977	\$11,222	\$11,783			
121	\$8,832	\$11,040	\$11,591			
120	\$8,688	\$10,860	\$11,403			
119	\$8,544	\$10,680	\$11,214			
118	\$8,400	\$10,500	\$11,025	Project Manager		
117	\$8,256	\$10,320	\$10,836		Public Works Supervisor	
116	\$8,112	\$10,140	\$10,647			
115	\$7,968	\$9,960	\$10,458			
114	\$7,824	\$9,780	\$10,269			Senior Plant Operator
113	\$7,680	\$9,599	\$10,079	Administrative Supervisor/Water Resource Specialist		
112	\$7,535	\$9,419	\$9,890			
111	\$7,391	\$9,239	\$9,701	Information Systems Specialist		
110	\$7,247	\$9,059	\$9,512	Senior Engineering Technician		
109	\$7,103	\$8,879	\$9,323			
108	\$6,959	\$8,699	\$9,134			
107	\$6,815	\$8,519	\$8,945			
106	\$6,671	\$8,338	\$8,755	Management Analyst		
105	\$6,527	\$8,158	\$8,566			
104	\$6,383	\$7,978	\$8,377			



## Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2024

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$10,489	\$13,111	\$13,767			
129	\$10,319	\$12,898	\$13,543			
128	\$10,151	\$12,689	\$13,323			
127	\$9,986	\$12,483	\$13,107			
126	\$9,824	\$12,280	\$12,894			
125	\$9,665	\$12,081	\$12,685			
124	\$9,508	\$11,885	\$12,479			Senior Integrated Operator (Grade V)
123	\$9,354	\$11,692	\$12,277			
122	\$9,202	\$11,502	\$12,077			
121	\$9,052	\$11,316	\$11,881			
120	\$8,905	\$11,132	\$11,688			
119	\$8,758	\$10,947	\$11,495			
118	\$8,610	\$10,763	\$11,301	Project Manager		
117	\$8,462	\$10,578	\$11,107		Public Works Supervisor	
116	\$8,315	\$10,393	\$10,913			
115	\$8,167	\$10,209	\$10,719			
114	\$8,019	\$10,024	\$10,525			Senior Plant Operator
113	\$7,872	\$9,839	\$10,331	Administrative Supervisor/Water Resource Specialist		
112	\$7,724	\$9,655	\$10,137			
111	\$7,576	\$9,470	\$9,944	Information Systems Specialist		
110	\$7,428	\$9,285	\$9,750	Senior Engineering Technician		
109	\$7,281	\$9,101	\$9,556			
108	\$7,133	\$8,916	\$9,362			
107	\$6,985	\$8,732	\$9,168			
106	\$6,838	\$8,547	\$8,974	Management Analyst		
105	\$6,690	\$8,362	\$8,780			
104	\$6,542	\$8,178	\$8,587			

## Yucaipa Valley Water District - Salary Ranges and Job Titles

Effective 7/1/2025

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$10,489	\$13,111	\$13,767			
129	\$10,319	\$12,898	\$13,543			
128	\$10,151	\$12,689	\$13,323			
127	\$9,986	\$12,483	\$13,107			
126	\$9,824	\$12,280	\$12,894			
125	\$9,665	\$12,081	\$12,685			
124	\$9,508	\$11,885	\$12,479			Senior Integrated Operator (Grade V)
123	\$9,354	\$11,692	\$12,277			
122	\$9,202	\$11,502	\$12,077			
121	\$9,052	\$11,316	\$11,881			
120	\$8,905	\$11,132	\$11,688			
119	\$8,758	\$10,947	\$11,495			
118	\$8,610	\$10,763	\$11,301	Project Manager		
117	\$8,462	\$10,578	\$11,107		Public Works Supervisor	
116	\$8,315	\$10,393	\$10,913			
115	\$8,167	\$10,209	\$10,719			
114	\$8,019	\$10,024	\$10,525			Senior Plant Operator
113	\$7,872	\$9,839	\$10,331	Administrative Supervisor/Water Resource Specialist		
112	\$7,724	\$9,655	\$10,137			
111	\$7,576	\$9,470	\$9,944	Information Services Specialist		
110	\$7,428	\$9,285	\$9,750	Senior Engineering Technician		
109	\$7,281	\$9,101	\$9,556			
108	\$7,133	\$8,916	\$9,362			
107	\$6,985	\$8,732	\$9,168			
106	\$6,838	\$8,547	\$8,974	Management Analyst		
105	\$6,690	\$8,362	\$8,780			
104	\$6,542	\$8,178	\$8,587			