



TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 16, 2021

SUBJECT: Item 7b) Adoption of a resolution approving a revised and updated salary schedule and related 2021-22 budget amendment

RECOMMENDED ACTION

Staff recommends a motion to adopt a resolution approving the revised salary schedule as presented.

BACKGROUND

Last month the board heard that we were offering a starting wage at the top of our current entry level salary amount. The board had directed the increase of the other salaries that were affected by the adjustment at the entry level position, so that there was not significant compaction among the maintenance positions. The attached resolution contains adjustments to the Landscape Maintenance I and II positions. Although a budget amendment is listed in the agenda, due to staffing vacancies, it is doubtful that the salary adjustments will put us over budget on salaries; so no action is currently proposed.

There was also board discussion about adjustments to this salaries of other positions, but it was unclear if there was consensus about adjustments to them all. Without further evaluation, management is advising against making arbitrary adjustments to the site manager, site supervisor and office manager positions until such time as a more thorough evaluation can be completed. At this time management has no valid data upon which to base a recommendation for those positions.

As directed during our October board meeting, management has reached out to other local agencies with similar employment positions to receive salary and benefit information for the purpose of updating our salary schedule and potentially our benefit Package. The purpose of reviewing the salary offered by other agencies is to ensure that we are offering a competitive employment package. To ensure that we are comparing apples to apples in terms of total compensation offered, it will take some time to receive enough valid data from others and be able to interpret that data to provide a final recommendation to the board. The consult it cost proposed to perform this work was cost prohibitive

RESOLUTION __, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COPPER VALLEY
COMMUNITY SERVICES DISTRICT APPROVING A REVISED SALARY SCHEDULE
AND BUDGET AMENDMENT

WHEREAS, the Board of Directors approves the salary and benefit schedules for employees; and

WHEREAS, employee wages need to be increased for the positions of Landscape Maintenance I and II to be competitive in today’s labor market.

NOW, THEREFORE, BE IT RESOLVED that the revised salary schedule below with changes to the Landscape Maintenance I and II positions is hereby adopted and effective immediately.

COPPER VALLEY COMMUNITY SERVICES DISTRICT								
FY 2021/22 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE								
Amended 11-16-2021								
Employee Classification	2020-21	2021-22		(Step 1)	(Step 2)	(Step 3)	(Step 4)	
General Manager	1	1	(A)	\$70,350				
Maintenance Manager	1	1	(A)	\$80,638	\$84,670	\$88,903	\$93,348	
Maintenance Supervisor	1	1	(A)	\$57,597	\$60,477	\$63,501	\$66,676	
Landscape Maint. II	2	2	(H)	\$21.12	\$22.17	\$23.28	\$24.44	
Landscape Maint. I	3	3	(H)	\$20.11	\$21.12	\$22.17	\$23.28	
(1) Part-Time Maint. I	0	0	(H) (PT)	\$19.10	n/a	n/a	n/a	
Office Manager	1	1	(PT)	\$35.90	\$37.70	\$39.59	\$41.56	

PASSED AND ADOPTED by the Board of Directors of the Copper Valley Community Services District on November 16, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Larry Hoffman, President

Peter Kampa, Board Secretary

Board of Directors

**COPPER VALLEY COMMUNITY SERVICES DISTRICT
FY 2021/22 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE**

<u>Employee Classification</u>	2020-21	2021-22		(Step 1)	(Step 2)	(Step 3)	(Step 4)
General Manager	1	1	(A)	\$70,350			
Maintenance Manager	1	1	(A)	\$80,638	\$84,670	\$88,903	\$93,348
Maintenance Supervisor	1	1	(A)	\$57,597	\$60,477	\$63,501	\$66,676
Landscape Maint. II	2	2	(H)	\$18.21	\$19.12	\$20.08	\$21.08
Landscape Maint. I	3	3	(H)	\$17.37	\$18.24	\$19.15	\$20.11
(1) Part-Time Maint. I	0	0	(H) (PT)	\$16.66	n/a	n/a	n/a
Office Manager	1	1	(PT)	\$35.90	\$37.70	\$39.59	\$41.56

(A)=Annual Salary (H)=Hourly (PT) - Part time * Cost of Living Adjustment (COLA) 1.80%

Other

(2) Directors (Elected) 5 5 \$100 per Board Meeting Attended

(1) The Part-Time Maintenance I position is filled only when necessary to provide an adequate level of service during times when full time positions are vacant.

(2) Saddle Creek CSD meets on the third Tuesday of each month. Directors receive a stipend of \$100 for attending the meeting. Directors who miss a meeting are not compensated. The annual stipend for a director who attends all CSD meetings is \$1,200. Paid in December.

BENEFITS

Upon completion of each full calendar year of employment with the District in the position of Maintenance Supervisor, the District provides a \$3,000 Bonus to be deposited as an IRA contribution. This benefit is paid during the month of January in the year following each full calendar year of employment. All payroll costs associated with this benefit are borne by the District.

Upon completion of each full calendar year of employment with the District in the position of Maintenance Manager, the District provides a \$3,500 allocation to be deposited as an IRA contribution. This benefit is paid during the month of January in the year following each full calendar year of employment. All payroll costs associated with this benefit are borne by the District.

Health Insurance Benefits are provided to the following Employee Classifications after completion of 90 days full time employment with the District; 1) Maintenance Manager, 2) Maintenance Supervisor, 3) Maintenance II and 4) Maintenance I. The District does not pay for Health Insurance Coverage for 1) Employee Dependents, 2) Directors, or

Hourly Employee Vacation and Sick Leave benefits are accrued at the end of each month at a rate of \$6.67 to a maximum of 120 hours, and \$5.87 to a maximum of 60 hours, respectively.

Part time Employee Sick Leave Benefits are accrued at a rate of 1 hour per 30 hours worked. No vacation pay is accrued for employees classified as part time.

Full time employees receive 7 paid Holidays per year.