

Saddle Creek Community Services District

Special Meeting of September 14, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Adoption of a Resolution approving a Hiring and Merit Salary Increase Policy

Recommended Motion

I move to adopt a Resolution approving a Hiring and Merit Salary Increase Policy.

Background

In accordance with California Government Code Section 61051, the General Manager is responsible for management of all district personnel in accordance with the labor relations system adopted by the Board. As a non-union district, the labor relations system of the District is its personnel policy and other policies that govern the wages, hours and working conditions of the District.

We currently have no policy governing how the GM is to hire employees within the adopted salary scale. In a hiring situation where the GM is making an employment offer to a candidate, their hands are currently tied to offering only the lowest available salary in the job's range, unless separate, specific Board approval is sought. This timing delay in involving the board in personnel decisions can cause confusion on responsibilities between the board and management, and confusion with the employee on who monitors and evaluates their performance.

Included herein is a draft policy providing the GM authority to hire above the bottom salary in a range, and to offer merit salary increases within the range for highly performing employees.

POLICY TITLE: Salary Schedule and Merit Salary Increases

POLICY NUMBER: To be determined

ADOPTED:

AMENDED:

Each job classification has a specific salary range, which is determined based on the local employment market, position job description, duties, skill and level of responsibility. Salary ranges, the overall salary schedule and associated adjustments for the cost of living are considered by the Board annually as part of the budget process.

Typically, newly hired employees will start at the first step of the salary range for the classification in which they are hired. In development of the optimal workforce, the General Manager is delegated the authority to offer employment at up to the second step of the salary range without prior Board approval and with documented rationale regarding the qualifications of the individual being higher than that expected for an entry level salary, or approved salary range being lower than required for the job market.

Annual performance evaluations that include specific, measurable goals and objectives shall be completed for all employees. The performance evaluation and achievements of the employee shall serve as the basis for consideration of any merit salary advancement, which must be recommended by the reviewing supervisor and approved by the General Manager. The achievement of merit salary increases are normally considered annually, with one salary step awarded for excellent performance as recommended by the supervisor. Two steps may be awarded by the General Manager with superior job performance meeting and/or exceeding all expectations.

Performance evaluations will continue annually once an employee reaches the top, or last step of the salary scale, but there will be no additional merit salary increases available past the top of the salary range.

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING A
SALARY SCHEDULE AND MERIT SALARY INCREASE POLICY**

WHEREAS, the Saddle Creek Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District Board of Directors has directed District management to propose the adoption of policies and to develop procedures that facilitate the development of the most efficient, safe, productive and knowledgeable staff, as well as to maximize the transparency and accountability of the District; and

WHEREAS, the General Manager is responsible for the management of all District personnel including their appointment, retention and discipline; and

WHEREAS, the District Board of Directors desired to adopt a policy statement to delegate to the General Manager the authority to hire employees above the bottom of the salary scale if circumstances warrant, and to award salary increases based on merit for highly performing employees, within the established salary schedule; and

WHEREAS, a Merit Salary Policy has been developed and attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached Merit Salary Policy Dated September 14, 2017; which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on September 14, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution 2017-__ was duly passed and adopted at a Special Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on September 14, 2017.

DATED: _____.
