

**A REGULAR MEETING OF THE PERSONNEL COMMITTEE ⁽¹⁾
of the
CENTRAL COAST WATER AUTHORITY**

will be held at 9:00 AM, April 11, 2024

at 255 Industrial Way, Buellton, California



Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Committee less than seventy-two (72) hours prior to the meeting will be available on the CCWA internet web site, accessible at <https://www.ccwa.com>.

Eric Friedman
Chairman

Jeff Clay
Vice Chairman

Ray Stokes
Executive Director

Brownstein Hyatt
Farber Schreck
General Counsel

Member Agencies

City of Buellton

Carpinteria Valley
Water District

City of Guadalupe

City of Santa Barbara

City of Santa Maria

Goleta Water District

Montecito Water District

Santa Ynez River Water
Conservation District,
Improvement District #1

Associate Member

La Cumbre Mutual
Water Company

THE FOLLOWING ITEMS WILL BE DISCUSSED AT THE MEETING OF THE COMMITTEE
AND A VOTE MAY BE TAKEN FOR THE PURPOSE OF RECOMMENDING ACTION BY
THE BOARD OF DIRECTORS.

AGENDA

- I. Call to Order and Roll Call**
- II. Public Comment**– (Any member of the public may address the Committee relating to any matter within the Committee’s jurisdiction. Individual speakers may be limited to five minutes; all speakers may be limited to a total of fifteen minutes.)
- III. * April 7, 2023 Personnel Committee Meeting Minutes**
Staff Recommendation: Approve minutes.
- IV. * Employee Benefit Adjustments**
Staff Recommendation: Recommend Board approval of the proposed changes to Employee Benefits.
- V. * 2024 Review of Personnel Policy Manual**
Staff Recommendation: Recommend Board approval of the proposed changes to the Personnel Policy Manual.
- VI. Closed Session:**
 - A. Public Employee Performance Evaluation - Government Code Section 54957
Title: Executive Director
 - B. Conference with Labor Negotiator - Government Code Section 54957.6
Name of Negotiator: Jeffrey Dinkin
Unrepresented Employees: Executive Director
- VII. Return to Open Session**
- VIII. Reports from Committee Members for Information Only**
- IX. Date of Next Meeting: Unscheduled**
- X. Adjournment**

* Indicates attachment of document to agenda packet.

(1) The meeting is a committee meeting.

**MINUTES OF THE
CENTRAL COAST WATER AUTHORITY
MEETING OF THE PERSONNEL COMMITTEE ¹**

April 7, 2023

I. Call to Order and Roll Call

Director Friedman called the April 7, 2023, Central Coast Water Authority Personnel Committee meeting to order at 9:00 a.m.

Committee Members in Attendance:

Farfalla Borah	Goleta Water District
Jeff Clay	Santa Ynez River WCD, ID#1
Eric Friedman	City of Santa Barbara

Staff in Attendance:

Ray Stokes	CCWA Executive Director
John Brady	CCWA Deputy Director
Lisa Watkins	CCWA Secretary

II. Public Comment

There was no public comment.

III. Approve April 13, 2022 Personnel Committee Meeting Minutes

Following discussion, motion to approve the minutes of the April 13, 2022 meeting was made by Director Clay, seconded by Director Borah and carried with all in favor and none opposed.

IV. 2023 Review of Personnel Policy Manual

Ray Stokes, CCWA Executive Director, noted there was a memo detailing recommended changes to the CCWA Personnel Policy manual from CCWA's Personnel Counsel, Jeff Dinkin, included in the meeting materials.

Upon a motion by Director Clay, seconded by Director Borah and carried with all in favor and none opposed, the Committee recommended Board approval of the proposed changes to the Personnel Policy Manual.

The Committee adjourned to closed session at 9:04.

V. Closed Session:

- A. Public Employee Performance Evaluation - Government Code Section 54957
Title: Executive Director
- B. Conference with Labor Negotiator - Government Code Section 54957
Unrepresented Employees: Executive Director, Deputy Director

¹ The meeting is a Committee meeting.

VI. Return to Open Session

The Committee reconvened to open session at 9:39 AM.

Upon reopening the meeting, the Committee announced that it had met to evaluate the Executive Director performance and to consider salary changes for the Executive Director and Deputy Director, and had provided direction to the labor negotiator and both matters will be considered by the Board at its next regular meeting.

VII. Reports from Committee Members for Information Only

There were no reports from Committee Members.

VIII. Date of Next Meeting: Unscheduled

IX. Adjournment

The meeting was adjourned at 9:43 AM.

Respectfully submitted,

Elizabeth Watkins
Secretary to the Board

/lfw



CENTRAL COAST WATER AUTHORITY

MEMORANDUM

April 2, 2024

TO: CCWA Personnel Committee
FROM: Ray A. Stokes, Executive Director
SUBJECT: Employee Benefit Adjustments

SUMMARY

On March 27, 2024 I met with employees from each CCWA department to listen to their “wish list” of new or revised benefits, some of which were specific to positions, some were based on tenure, and some were applicable not only to current staff but may be desirable to potential candidates when hiring. In considering the resulting list, and discussing it with management, we considered the costs of each listed item and the effect on CCWA operations including employee retention, attracting staff for open positions, and rewarding staff for accomplishments. We also considered the benefit packages offered by our member agencies.

There were a number of suggested benefit improvements that we felt were not appropriate for further consideration at this time. The items that are recommended for consideration and possible adoption are summarized below along with the anticipated annual cost to implement each of the changes.

DISCUSSION

Additional holiday

All Staff and potential staff

CCWA currently offers eleven fixed and two floating holidays. The request is to add Juneteenth (June 19th) to the fixed holiday schedule. This would be in keeping with some member agencies. Juneteenth is also a federal legal holiday while California considers it a day of observation but not a paid holiday for state workers.

Since employees are entitled to be paid at time and one-half for work performed on a holiday, there would be \$1,835 financial impact in FY 2024/25. The additional holiday would also result in closure of CCWA offices on that day.

Increase Vacation Accrual

Potential staff and long-term staff

CCWA currently provides the following accrual schedule for vacation: Less than 5 years of service = 10 days of vacation, less than 10 years of service = 15 days of vacation, after 10 years of service accrual increases to 20 days per year of vacation, which is the maximum amount accrued.

Two requests were made:

- Increase accrual by one day annually during first five years of service to 15 days at 5 years and 20 days at ten years of service.
- Increase vacation accrual for staff with more than 20 years of service to 25 days.

There is no immediate financial impact to providing the additional five days of vacation after 20 years as salary amounts will not change. The potential financial impact would be related to the

accrued leave time for the 9 staff members who would currently benefit from this change, which totals a \$21,300 increase to the accrued leave for FY 2024/25.

The direct impact would be the loss of operational hours.

Adjust/Increase the Dental/Vision plan

All Staff

CCWA provides a self-funded Dental/Vision plan benefit to employees, with a set allowance for all staff regardless of the number of dependents covered. In FY 2023/24 the allowance amount was \$4,179. The amount changes annually based on the change in the CPI. Several suggestions were made.

- Provide a larger allowance for family coverage, \$5,000 is recommended
- Increase dependent coverage age to match Medical Insurance age (currently dental/vision coverage ends at age 21, health coverage continues to age 26)
- Increase the amount allowed for reimbursement for glasses (currently the plan covers \$167 for frames and \$334 for lenses) – to \$250 for frames and \$500 for lenses
- Pay 100% of dental x-rays (currently the plan covers 85% of x-rays)

If the change were made to restructure to a tiered allowance and Employee + Family allowance was set to \$5,000, it would result in an increase of approximately \$10,467 to the FY 2024/25 budget.

Cost would be minimal for most of the suggested changes to the Dental/Vision allowance and would not change budgeted amounts.

Change Salary Pool calculation to CPI or 5%

All Staff

Currently the Salary Pool for employees is set to the change in the LA/Riverside Consumer Price Index (CPI) or 4%, whichever is higher. The CCWA salary pool percentage is multiplied by the current CCWA salary budget, creating a “pool” of funds to be administered by the Executive Director in the form of salary increases based on merit.

If implemented in FY 2024/25, the cost would be an additional \$38,920 to the annual budget.

Increase Night Shift Differential

WTP Operators

Treatment Plant Operators are assigned to a schedule of 12 hour rotating shifts that involve working day time hours and night time hours. Currently CCWA provides shift differential pay at 5% of the employee’s straight time rate. The suggestion is to increase night shift differential to 7.5%.

An increase to night shift to 7.5% would increase the FY 2024/25 budget \$5,805.

Include additional family members in bereavement eligibility

All Staff

Currently bereavement is limited to immediate family and grandparents and the suggestion was made to allow bereavement time for aunts, uncles and cousins.

Anticipated cost would be minimal, as most staff rarely use bereavement leave. It is unknown how much more bereavement would be used with the addition of these family classifications to the eligible family member listing.

Allow cash out for unused floating holidays

All Staff

Currently if a floating holiday is not used, the time is lost in the new calendar year. While employees are “required” to use their floating holiday, various factors sometimes prevent that from happening.

Most staff attempt to use floating holidays and there is unlikely to be any additional cost incurred as holidays are budgeted. The issue would be most impactful for shift employees who potentially have schedule issues. There would be benefit to CCWA in not having to make shift adjustments to accommodate floating holidays.

Additional Compensation for Certifications

WTP Ops, Distribution and I&C

Currently, WTP Operators are required to have T3 and Distribution Technicians are required to have D3 certification from the California Water Resources Control Board. Instrumentation & Control (I&C) staff are recommended to maintain or possess certification CCST Level 1 through International Society of Automation. The request is to provide incentive compensation for positions requiring certifications.

This would provide the succession planning benefit to CCWA of staff members with potential for advancement to lead positions, which require certification at T5 and D5 by the California Department of Drinking Water.

If CCWA were to provide a 2.5% incentive for each certification level above the requirement for the positions listed above, with a 5% maximum incentive, the additional budgeted amount would be \$34,200 in FY 2024/25.

Increase minimum pay for late night call out

Dist and I&C

Currently staff receive a minimum of one hour pay for call outs when on call. Request is to increase this to two hours if between 11:00 PM and 4:00 AM, as essentially a call out at that time of night impacts the remaining hours of sleep.

The anticipated additional annual cost would be up to \$8,000 for an increase to two hours.

Recommended Change	Fiscal Impact	Effective Date
Add Juneteenth Holiday	\$ 1,835	Immediate
Increase annual vacation accrual through years 1 -10	\$ 0	FY 2024/25
Increase vacation accrual to 25 days after 20 years' service (increase in accrued liability)	\$ 21,300	FY 2024/25
Increase Dental/Vision Plan for Family Coverage to \$5,000	\$ 10,467	FY 2024/25
Provide Dental/Vision coverage to age 26 for dependents	\$ 0	FY 2024/25
Increase reimbursement for lenses/frames	\$ 0	FY 2024/25
Fully cover dental x-rays	\$ 0	FY 2024/25
Change Salary Pool calculation to CPI or 5%	\$ 38,920	FY 2024/25
Increase Night Shift Differential	\$ 5,805	FY 2024/25
Include additional family members in bereavement eligibility	\$ 0	Immediate
Allow cash out for unused floating holidays	\$ 0	1/1/2025
Additional Compensation for Certifications	\$ 34,200	FY 2024/25
Increase minimum pay for late night call out	\$ 8,000	FY 2024/25
Total Anticipated Annual Financial Impact	\$120,527	

RECOMMENDATION


That the Personnel Committee review the suggestions and make recommendations for Board approval.



CENTRAL COAST WATER AUTHORITY

MEMORANDUM

April 2, 2024

TO: CCWA Personnel Committee
FROM: Ray A. Stokes 
Executive Director
SUBJECT: 2024 Review of Personnel Policy Manual

DISCUSSION

Each year, the CCWA personnel attorney and CCWA staff review the personnel policy manual to identify needed changes based on personnel law changes and operational changes requiring changes or modifications to the manual.

Attached is a memo from the CCWA personnel attorney describing the proposed changes to the CCWA Personnel Policies and Procedures Manual.

Staff will provide an overview of the proposed changes at the Personnel Committee meeting.

RECOMMENDATION

That the Personnel Committee recommend CCWA Board approval of the proposed changes to the Personnel Policy Manual as outlined in the attached memo.

RAS

Attachment

revised to add “grandchild” to the list of covered family members.

4. Reproductive Loss Leave. . Legislation effective January 1, 2024 added reproductive loss leave as a new statutory leave entitlement for employees. Accordingly, Section 3.24 would be added to the Manual as follows:

CCWA will provide up to 5 days of reproductive loss leave following a reproductive loss event which is defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. Reproductive loss leave is unpaid. Employees can use their accrued and available paid sick leave and vacation during the leave.

The leave must be taken within 3 months of the event or within 3 months of the end date of any related leave entitlement. The days off can be nonconsecutive. If an employee experiences more than one reproductive loss leave event within a 12-month period, the total amount of the leave cannot exceed 20 days within a 12-month period.

CCWA will maintain employee confidentiality related to reproductive loss leave. Retaliation against employees for using reproductive loss leave or giving information or testimony as to their or another person’s reproductive loss leave in any inquiry or proceeding is strictly prohibited.

5. Recharge Time. To employees who are required to work overtime has sufficient time off before reporting to work, a new section would be added to provide this time buffer as follows:

3.5.1 Recharge Time

The purpose of recharge time is to allow an employee an eight (8) hour rest period before requiring them to return to work after working overtime hours.

Employees shall have an eight (8) hour period from the time overtime work is completed to the time they are required to return to work. If the eight (8) hour recharge time period extends into the employee’s next regularly scheduled workday, they shall be paid at the straight time rate of pay for the recharge time that is part of their regular workday.

6. Harassment, Discrimination and Retaliation Prevent Policy. Recent administrative guidance from the State Civil Rights Department causes a recommendation to replace the current Section 4.16 with the below provisions. However, the overall substance of the Section remains the same.

CCWA is committed to providing a workplace free of sexual harassment and discrimination (which includes harassment or discrimination based on pregnancy, childbirth, and related medical conditions) as well as unlawful harassment and discrimination based on such factors as actual or perceived race (includes traits historically associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religious creed, national origin, ancestry, age for individuals over forty years of age, physical disability, mental disability, medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, citizenship status, military and veteran status, denial or use of family and medical care leave, reproductive health decision

making, and any other factor made unlawful by federal, state, or local law. CCWA strongly disapproves of and will not tolerate unlawful harassment or discrimination against employees by managers, supervisors, or co-workers, as well as by third parties in the workplace or with whom you come into contact in connection with your employment. This policy applies to all CCWA employees, paid or unpaid interns, volunteers, and any other persons providing services to CCWA pursuant to a contract.

Harassment includes verbal, physical, and visual conduct, as well as communication through electronic media of any type, that creates an intimidating, offensive or hostile working environment or interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's sex, race, color, national origin, religion, age, physical disability, medical condition, ancestry, marital status, sexual orientation, gender, gender identity, veteran status, or other protected status.

Sexually harassing conduct in particular includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, unwelcome sexual advances, verbal conduct of a sexual nature (like name calling, suggestive comments, or lewd talk) or physical conduct (including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex or any other protected basis). An employee who unlawfully harasses a co-worker may be personally liable for the harassment.

If you believe you or a co-worker has been subjected to any form of unlawful discrimination or harassment, including sexual harassment, you should immediately contact your supervisor, the Office Manager, or the Executive Director, either orally or in writing. A manager or supervisor who learns of any misconduct which may be in violation of this policy or learns of an employee's complaint or concern about a possible violation of this policy must immediately report the issue to the Office Manager or Executive Director.

Upon receipt of any complaint, CCWA will immediately undertake a prompt, impartial, and thorough investigation conducted by qualified personnel, preserving confidentiality to the extent possible. The investigation will provide all parties appropriate due process and reach reasonable conclusions based on the evidence collected, as well as determine appropriate options for remedial action to resolve the situation. If you have a complaint being investigated under this policy, you can find out about the progress of the investigation by contacting the Office Manager.

Retaliation against CCWA employees or any other person for engaging in lawful conduct or for the good faith reporting of possible acts or incidents of discrimination or harassment, as well as participation in any workplace investigation, will not be tolerated. If you believe you or a co-worker has been subjected to any form of unlawful retaliation, you should immediately contact your supervisor, the Office Manager, or the Executive Director, either orally or in writing. Upon receipt of a retaliation complaint, CCWA will undertake an

investigation consistent with the provisions of this policy. CCWA employees shown to have engaged in such retaliation will be disciplined, up to and including discharge.

All employees are required to undergo harassment prevention training as required by applicable law. This training is provided by CCWA. For more information about this training requirement, visit <https://calcivilrights.ca.gov/shpt/>.

Sexual harassment and retaliation for opposing sexual harassment or participating in investigations of sexual harassment are illegal. In addition to notifying CCWA about discrimination, harassment, or retaliation complaints, affected employees may also direct their complaints to the California Civil Rights Department (CRD) and/or United States Equal Employment Opportunity Commission (“EEOC”), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the CRD is three (3) years from the date of the alleged unlawful conduct, with that deadline being extended by ninety (90) days in limited circumstances. If the CRD believes that a complaint is valid and settlement efforts fail, the CRD may seek an administrative hearing before the California Civil Rights Council (CCRC) or file a lawsuit in court. Both the CCRC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. You can contact the nearest CRD office, EEOC office or the CCRC at the locations listed in CCWA’s CRD poster or by checking the state government listings online or in the local telephone directory.

7. Lactation Accommodation. Federal regulations were issued regarding the requirements association with lactation accommodation. As a result, the first sentence of Section 4/24 of the Manual would be revised as follows: “CCWA will provide a reasonable amount of break time and an appropriate location, consistent with federal, state and local requirements, to any employee desiring to express breast milk for the employee’s infant child.”

8. Appendix B – Travel and Reimbursement Expenses. This change is to address commute time for employees traveling to facilities with limited travel routes, such as the Water Treatment Plant. On occasion there are traffic delays due to roadwork, accidents, or the like that greatly increase the time of the commute. This revision allows the Executive Director or their designee to consider the extended commute time as paid travel time on a case-by-case basis. The first section of Appendix B would be revised as follows:

COMMUTE TIME

Time spent by an employee traveling to their primary work location is not counted as hours worked. However, due to the remote location of some of CCWA’s facilities, occasionally there may be extended delays in commute times due various circumstances , i.e., shutting down the road due to traffic accidents, impassible roads) When these circumstances occur, extraordinary travel time will be considered by the Executive Director or their designee on a case-by-case basis.

Pursuant to the Residency Requirements detailed in Section 4 of the CCWA Personnel Policy Manual, certain employees are required to reside within a defined area (generally 35 miles to their primary work location) to prevent detrimental impact to operations. Living beyond the defined radius requires the approval of the Executive Director or their designee. When employees are requested to report to a

location other than their primary work location, if the commute time is longer than their regular commute, the extended commute time is considered paid travel time. For employees who live outside the designated residency requirement, their regular commute time is capped at 30 minutes, and any commute to another assigned work location beyond 30 minutes is considered paid travel time as well as hours worked that should be accurately recorded on the employee's time records. Subject to the approval of the employee's supervisor, an employee commuting to another assigned work location where the commute is beyond 30 minutes may adjust their work schedule to allow the paid travel time to be within their regular work hours.

Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday is counted as hours worked and should be accurately recorded on the employee's time records..

Travel Time Away from Home

If an employee attends a business meeting, training session, or any other event away from their regular work location, time spent driving, or as a passenger on an airplane, train, bus, taxi cab or car, or other mode of transportation, in traveling to and from this event, and time spent waiting to purchase a ticket, check baggage, or get on board is considered hours worked which should be accurately recorded on the employee's time records. Time spent taking a break from travel in order to eat a meal, sleep or engage in purely personal pursuits not connected with traveling to the designated location such as spending an extra day in a city before the start or following the conclusion of a conference to sightsee, going to see a friend, or going shopping, is not compensable.

TRAVEL PLANNING GUIDELINES

Employees are requested to plan travel to occur within regular scheduled work periods whenever possible. Employees are allowed to travel by commercial aircraft whenever such travel expedites the conduct of official CCWA business. CCWA employees shall travel by the least expensive class available.

Travel arrangements should be made well in advance of the planned travel date to receive the most favorable fares. Assistance in making travel arrangements can be provided by the Administrative Assistant.

Travel by private automobile will be made in accordance with the Use of Personal Vehicles Policy (Section 4.10 of the Personnel Policy Manual) and will be reimbursed in accordance with current IRS guidelines for mileage reimbursement (contact Accounting for current rate).