

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
NOVEMBER 28, 2012

The Personnel Committee of the Mt. View Sanitary District convened a duly Noticed Committee Meeting at the Mt. View Sanitary District Conference Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California on November 28, 2012 at 5:00 p.m.

ROLL CALL

PRESENT: Chairman Gregory T. Pyka and Director Elmer "Al" J. Schaal

ABSENT: None

Also Present: STAFF – District Manager Michael D. Roe and Assistant District Manager Neal B. Allen

PUBLIC COMMENT

None

NEW BUSINESS

1. CONSIDER IMPACTS OF THE PUBLIC EMPLOYEE PENSION REFORM ACT (PEPRA) AS IT RELATES TO DISTRICT AND DISTRICT EMPLOYEES

District Manager Roe and Assistant District Manager Allen presented information about the impacts of recent legislative pension reform. PEPRA will require the District to eventually have a two-tiered retirement system for District employees. However, based on CalPERS current implementation of PEPRA, there is no immediate impact to the District's current employees.

Based on Staff's presentation, the Committee directed staff to take no further action related to pension reform at this time.

2. CONSIDERATION OF REVISED DISTRICT POLICIES AND PROCEDURES

District Manager Roe and Assistant District Manager Allen presented the following personnel policies for review and comment by the Committee.

- i) VACATIONS
- ii) EDUCATION ASSISTANCE
- iii) EMPLOYEE PERFORMANCE EVALUATIONS

- iv) ADMINISTRATIVE LEAVE FOR FLSA EXEMPT EMPLOYEES
- v) PURPOSE
- vi) ADOPTION AMENDMENT
- vii) PUBLIC COMPLAINTS
- viii) EXECUTIVE OFFICER
- ix) EMPLOYEE STATUS
- x) PERSONAL VEHICLE USAGE
- xi) ENTRY LEVEL POSITIONS

Although identified on the meeting agenda, Staff did not present a policy on Standby – Callback. Staff determined that the proposed revisions might have some unanticipated consequences related to pensionable income and determined further research into the pension implications was needed prior to presentation to the Committee.

The Committee and staff discussed each proposed policy in detail and the Committee recommended revisions to several of the policies to be incorporated and presented to the full Board for consideration. The Committee also asked staff to provide information on the District's seven comparison agencies' policies related to vacation accrual rates. This information is expected to be presented when the Vacation policy is considered by the full Board of Directors.

The Committee directed staff to incorporate the revisions as discussed and to bring the revised policies to the Board of Directors for consideration and possible adoption by the full Board.

ADJOURNMENT

Business having been concluded, the meeting was adjourned at 7:26 p.m.



Neal Allen, Assistant District Manager