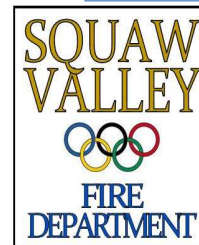




SQUAW VALLEY PUBLIC SERVICE DISTRICT



Personnel Policies and Procedures Manual Update – Educational Incentive Program

DATE: January 28, 2020

TO: District Board Members

FROM: Mike Geary, General Manager; Jessica Asher, Board Secretary

SUBJECT: Personnel Policies and Procedures Manual Update – Educational Incentive Program

BACKGROUND: In May 1997 the Board of Directors approved an educational incentive plan for unrepresented employees. The plan provides monetary incentives as a percentage of the employee's base-wage salary increase for completion of specific job-related education and acquisition of certifications and licenses which improve District operations. The intent of the program is to provide an incentive for long-term employees to improve their knowledge and ability to provide service to the customer and possibly move into promotional positions. This plan was and continues to be a comparable plan to the incentive plan included in the Utility Department Memorandum of Understanding (MOU).

In July 2006 the Board of Directors established a District Policy Manual by adoption of Resolution 2006-23. Staff was not able to determine when the Educational Incentive Plan, approved in 1997, became Policy 2151. There have been no changes to the approved course offerings since 1997, however, some of the percentages are different from the original Educational Incentive Plan and the current Policy 2151 (which appears to have been last modified in March 2001). It appears the percentage variation may have been typographical errors.

Per the existing policy, "new courses and incentives may be added at the discretion of the Manager or Personnel Committee." In the past few years, as the District hired new personnel to replace retiring employees- the need for training and education increased. Beginning in May 2017, Mike Geary, General Manager, approved education as needed to accommodate new course offerings and District needs since the original policy remained unchanged since 1997.

Lastly, CalPERS requires that an educational incentive program be approved by the Board of Directors, kept current, and be consistent among employees. The proposed changes will ensure the District is following CalPERS protocol. While the new courses were approved by the General Manager as per the current policy, in order to ensure the District is compliant with CalPERS requirements, the Board has been asked to consider Resolution 2020-04, which approves the interim incentives given between May 2017 and January 2020.

DISCUSSION: Staff wants to modernize this program such that the courses listed are available and useful today. The proposed changes will also combine Policy 2151, several memos and precedents from Rick Lierman, previous General Manager, and the existing Division 10 of the PP&PM into one policy which will be more user-friendly for staff and will establish consistency for employees.

ALTERNATIVES:

1. Update the Educational Incentive Policy, revise Division 10 of the PP&PM and approve of the interim incentives through the adoption of Resolution 2020-02, 2020-03, and 2020-04 as described in the attached exhibits.
2. Request changes to the proposed resolutions and educational incentive policy.
3. Do not update the Educational Incentive Policy.

FISCAL/RESOURCE IMPACTS: The new policy would become effective January 28, 2020. No additional incentives beyond those already provided will be given for education previously completed or certification previously received consistent with the intent of the program to encourage continuing education. As such, no immediate fiscal impact is anticipated. However, the cumulative maximum incentive is proposed to increase from 7.5% to 10% for administrative personnel, consistent with the maximum incentive available for represented Utility Department personnel. This increase will gradually increase the budget for labor/wages. However, note that when a salary survey is performed, the maximum potential incentive is included when compared to similar positions regardless if the employee has earned the maximum. Thus, meaning the District will not be paying over the 75th percentile and will be encouraging employees to continue educational ventures that will benefit the District.

RECOMMENDATION: Update the Educational Incentive Policy through the adoption of Resolution 2020-02, 2020-03, and 2020-04 as described in the attached exhibits.

ATTACHMENTS:

- F-4A Resolution 2020-02 with proposed changes to Policy 2151 visible
- F-4B Resolution 2020-03 with proposed changes to Division 10 of the Personnel Policies and Procedures Manual
- F-4C Resolution 2020-04 with Interim Educational Incentive Program.

DATE PREPARED: January 17, 2020

RESOLUTION 2020-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUAW VALLEY PUBLIC SERVICE DISTRICT
AMENDING POLICY 2151 “EDUCATIONAL INCENTIVE PLAN
FOR ADMINISTRATIVE PERSONNEL”**

WHEREAS, the Board of Directors approved the Educational Incentive Plan for Unrepresented Employees by motion in May 1997; and

WHEREAS, the Board of Directors established a District Policy Manual by Resolution 2006-23 in July 2006; and

WHEREAS, the District has not made substantive changes to the Educational Incentive Plan since 1997; and

WHEREAS, per the existing policy, “new courses and incentives may be added at the discretion of the Manager or Personnel Committee;” and

WHEREAS, memos have been issued clarifying the policy over the past 22 years; and

WHEREAS, CalPERS requires that an educational incentive program be approved by the Board of Directors, kept current, and be consistent among employees; and

WHEREAS, the proposed Policy 2151 will modernize the certifications and courses available; will combine several memos and precedents into one policy which will be more user-friendly for staff and will establish more consistent incentives for employees; and

WHEREAS, the new policy will be effective January 28, 2020; and

WHEREAS, no incentives, beyond those already provided, will be given for education previously completed or certification previously received consistent with the intent of the program to encourage continuing education.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors directs staff to amend Policy 2151 as proposed.

PASSED AND ADOPTED this 28th day of January 2020 at a regular meeting of the Board of Directors duly called and held by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

Squaw Valley Public Service District

POLICY HANDBOOK

POLICY TITLE: EDUCATIONAL INCENTIVE PLAN FOR ADMINISTRATIVE PERSONNEL
POLICY NUMBER: 2151

1. A salary increase will be paid for certification and education for the classes and certifications shown on the attached "Squaw Valley Public Service District Educational Incentive Plan." All certifications and education must be approved by the District, not duplicated unless approved by the District, and will carry a cumulative maximum of ~~7.5~~10% in compensation. Training and incentives must be approved by the General Manager prior to starting education or incurring expenses.

One exception to the 10% maximum education incentive compensation shall be a 5% increase for a Junior Engineer earning a professional engineering license.
2. Only those certificates or incentives earned while employed with the District shall be included in this program. Certifications must remain active to keep incentive credit.
3. New courses and incentives may be added at the discretion of the General Manager or Personnel Committee.
4. Classes, courses or examinations scheduled during regularly scheduled work hours will be compensated at the employee's regular rate of pay. Wages will not be compensated for classes, courses or examinations scheduled outside of regularly scheduled work hours.
5. Expenses incurred for attending classes, courses or examinations as a part of this incentive program shall be subject to ~~Section 10.01, Chapter 5, of District Administrative Code~~Division X "Education and Training Programs" of the Personnel Policies and Procedures Manual.
6. Organizations providing certification testing may impose requirements, which exceed the District requirements.
7. For promotions, incentives listed and earned for the lower position will not be carried to the higher position unless it is also identified as an incentive for the promotional position. The incentives earned in a lower position that are a requirement of the higher position to which the employee is being promoted will not be carried forward and the incentive will be eliminated. If an incentive is earned at a lower position and is listed for the promotional position, the incentive provided for the promotional position will be summed with all other incentives and applied to the Base Wage. If Training or Certification is required per job description, incentives will not be given.
8. Base Wages are those listed in the District's published Summary of Monthly Salary Schedules. There are typically five steps for each position. The wage for each step for each position are the Base Wages.

9. The standard operating procedure to compute salary increases are as follows:

A. When an employee receives Educational Incentive Plan salary increases, the percentages earned for the incentives are summed and then applied to the employee's current Base Wage.

Example: If an employee is making a Base Wage of \$1,000 per month and receives a 2.0% increase for becoming a Notary Public, the new salary will be \$1,020 per month. If this employee then earns a separate 3.0% increase for earning the Special Districts Administrator certificate, the new salary would be \$1,050 per month. The 2.0% and 3.0% are summed, and then applied to the Base Wage of \$1,000 per month.

B. If a new Salary Schedule is approved, for instance to incorporate a Cost of Living Adjustment, then Base Wages are adjusted only. The sum of each employee's incentives is then applied to the adjusted Base Wage to compute the employee's new wage.

**EDUCATIONAL INCENTIVE PLAN FOR
ADMINISTRATIVE PERSONNEL
(ALL CLASSIFICATIONS)**

	<u>INCENTIVE</u>
<input type="checkbox"/> AWWA Distribution 1	.5%
<input type="checkbox"/> DOHS Water Treatment 1	.25%
<input type="checkbox"/> CWEA Collection System 1	.5%
<input type="checkbox"/> Associate Degree any related field	.5%
<input type="checkbox"/> Bachelor's Degree any related field	.5%
<input type="checkbox"/> Notary Public	.5%
<input type="checkbox"/> UCD Personal Financial Planning	5.0%
<input type="checkbox"/> UCD Management or Human Resources Development	5.0%
<input type="checkbox"/> Successful completion of 3-Unit Course at an accredited college or university in job related subject after 7/1/97. Each course requires prior approval of Manager	1.5%
<input type="checkbox"/> Successful completion of 3 Continuing Education Units within a three year period. Each course requires prior approval of Manager and a requirement to implement at least two items learned to improve District operation	1.5%
<input type="checkbox"/> AWWA Financial Management	1.0%
<input type="checkbox"/> The Dale Carnegie Training Course	1.5%
<input type="checkbox"/> SDBMI completion of Certificate Program	2.0%

POLICIES/ED INCENTIVE—ADMIN.STAFF
03/06/01

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

STANDARD OPERATING PROCEDURE TO COMPUTE

SALARY INCREASES FOR ADMINISTRATIVE PERSONNEL

- 1.—When an Administrative employee receives an Educational Incentive Plan salary increase, the percentage earned for the incentive should be computed on the employee's current salary. Example: if an employee is making \$1,000 per month and earns 1.25% for earning the DOHS Water Treatment 1 certificate, the new salary will be \$1,012.50. If this employee then earns 2.5% for AWWA Distribution 1, the new salary at that time will be \$1,037.81. The 2.5% is figured on \$1,012.50.
- 2.—If a new Salary Schedule is approved, for instance to incorporate a Cost Of Living Increase, then the employee would receive the same percentage increase on their current salary as was incorporated in the new Salary Schedule. This procedure is to cover the employee who has earned Educational Incentive salary increases, thus making their salary over that shown on the Salary Schedule for their current Position, Range, and Step.
- 3.—This cumulative procedure should be used for computing all salary increases with the exception of a promotion to a new Position, Range, and Step. In that case, the procedure is to subtract the amounts, not the percentage, previously earned. The employee is then moved to the new Range and Step for the promotional position, and the amounts previously earned are added back. This procedure is followed in order to provide for a promotional increase of not less than five percent, as required in our current Personnel Policies.

POLICIES/PROCEDURE COMPUTE ADMINISTRATIVE SALARY
03/01/01

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

CLASSIFICATIONS:

Account Clerk I; Account Clerk II; Account Clerk II/HR Specialist; Administrative Assistant; Board Secretary & Executive Assistant; Finance and Administrative Manager; Office Manager; Office Supervisor

General Incentive Opportunities	<u>Certified Public Accountant</u>	<u>5.0%</u>
	<u>Completion of 80 hours/2 years of Continuing Education Classes that fulfill requirements to maintain active CPA License (only available one-time, not available if incentive has already been given for CPA certification).</u>	<u>5.0%</u>
	<u>Certified Municipal Clerk</u>	<u>5.0%</u>
	<u>Master Municipal Clerk</u>	<u>5.0%</u>
	<u>SHRM HR Professional</u>	<u>5.0%</u>
	<u>Special District Administrator Certificate</u>	<u>3.0%</u>
	<u>Recognition in Special District Governance</u>	<u>1.5%</u>
	<u>Notary Public</u>	<u>2.0%</u>
	<u>North Tahoe Leadership Program</u>	<u>3.0%</u>
	<u>Toastmasters Pathway Completion</u>	<u>3.0%</u>
	<u>DDW California Water Distribution Operator Grade D1</u>	<u>1.0%</u>
	<u>DDW California Water Treatment Operator Grade T1</u>	<u>1.0%</u>
	<u>CWEA Collection System Maintenance Grade C1</u>	<u>1.0%</u>
	<u>Sacramento State Water Distribution Plant Operation Volume 1</u>	<u>2.0%</u>
	<u>Sacramento State Water Treatment Plant Operation Volume 1</u>	<u>2.0%</u>
	<u>Sacramento State O&M of WW Collection Systems Volume 1</u>	<u>2.0%</u>
	<u>Financial Accounting I – Sierra College</u>	<u>2.5%</u>
	<u>Financial Accounting II – Sierra College</u>	<u>2.5%</u>
	<u>3 Credit Approved College Course Related to Employee's Position</u>	<u>2.5%</u>
	<u>Bilingual Incentive: Speaking¹</u>	<u>1.0%</u>
	<u>Bilingual Incentive: Writing¹</u>	<u>1.0%</u>
In-Person Training²	<u>CalPERS Educational Forum</u>	<u>1.5%</u>
	<u>SHRM HR Conference</u>	<u>1.5%</u>
	<u>LaserFiche Conference</u>	<u>1.5%</u>
	<u>ECS Imaging LaserFiche Training</u>	<u>0.5%</u>
	<u>Springbrook Conference</u>	<u>1.5%</u>
	<u>Dale Carnegie Training</u>	<u>1.5%</u>
	<u>CSDA Special District Leadership Academy</u>	<u>1.5%</u>
	<u>CSDA Annual Conference</u>	<u>1.5%</u>
	<u>CSDA Board Secretary Conference</u>	<u>1.5%</u>
	<u>CSDA General Manager Leadership Summit</u>	<u>1.5%</u>
	<u>CSDA Special District Legislative</u>	<u>1.0%</u>
	<u>CSDA/SDRMA Spring Education</u>	<u>0.5%</u>
	<u>CSDA Manager Approved Workshops</u>	<u>0.5%</u>
	<u>AWWA Financial Management Conference</u>	<u>1.5%</u>
	<u>AWWA Utility Management Conference</u>	<u>2.0%</u>
	<u>Government Finance Officers Association Annual Conference</u>	<u>1.5%</u>
	<u>LCW Public Sector Employment Relations Certificate</u>	<u>4.0%</u>
	<u>Manager Approved In-Person Training Related to Employee's Position</u>	<u>0.5%/8 hrs</u>

NOTES:

1. Requires passing test through a contracted professional initially and every three (3) years thereafter.
2. A maximum of 5% combined education incentive can be achieved from trainings in the "In-Person Training" category. Listed incentive is based on length of conference at the time of adoption and is subject to change. In-person training typically earns credit at 0.5% per full-day (8 hours).
3. Employees are not eligible for incentives for trainings or certificates required in their job description.

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

CLASSIFICATIONS:

Junior Engineer, Assistant Engineer, Associate Engineer, District Engineer

<u>Sacramento State Water Distribution Plant Operation Volume 1</u>	<u>1.5%</u>
<u>Sacramento State Water Treatment Plant Operation Volume 1</u>	<u>1.5%</u>
<u>Sacramento State O&M of WW Collection Systems Volume 1</u>	<u>1.5%</u>
<u>Sacramento State Water Distribution Plant Operation Volume 2</u>	<u>1.5%</u>
<u>Sacramento State Water Treatment Plant Operation Volume 2</u>	<u>1.5%</u>
<u>Sacramento State O&M of WW Collection Systems Volume 2</u>	<u>1.5%</u>
<u>DDW California Water Distribution Operator Grade D2</u>	<u>1.0%</u>
<u>DDW California Water Distribution Operator Grade D3</u>	<u>1.0%</u>
<u>DDW California Water Distribution Operator Grade D4</u>	<u>1.0%</u>
<u>DDW California Water Distribution Operator Grade D5</u>	<u>1.0%</u>
<u>DDW California Water Treatment Operator Grade T2</u>	<u>1.0%</u>
<u>DDW California Water Treatment Operator Grade T3</u>	<u>1.0%</u>
<u>DDW California Water Treatment Operator Grade T4</u>	<u>1.0%</u>
<u>DDW California Water Treatment Operator Grade T5</u>	<u>1.0%</u>
<u>CWEA Collection System Maintenance Grade C2</u>	<u>1.0%</u>
<u>CWEA Collection System Maintenance Grade C3</u>	<u>1.0%</u>
<u>CWEA Collection System Maintenance Grade C4</u>	<u>1.0%</u>
<u>AWWA Backflow Prevention Assembly Tester</u>	<u>1.0%</u>
<u>AWWA Cross Connection Specialist</u>	<u>1.0%</u>
<u>NAASCO (LACP, PACP, MACP) Certification</u>	<u>1.0%</u>
<u>NACE Coating Inspector Level 1 Certification</u>	<u>1.0%</u>
<u>Professional Engineering License¹</u>	<u>5.0%</u>
<u>North Tahoe Leadership Program</u>	<u>3.0%</u>
<u>Toastmasters Pathway Completion</u>	<u>3.0%</u>
<u>Recognition in Special District Governance</u>	<u>1.5%</u>
<u>CSDA Special District Administrator Certificate</u>	<u>3.0%</u>
<u>3 Credit Approved College Course Related to Employee's Position</u>	<u>2.5%</u>

NOTES:

1. An exception to the 10% maximum education incentive compensation shall be a 5% increase for earning a professional engineering license.
2. Employees are not eligible for incentives for trainings or certificates required in their job description.

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

CLASSIFICATIONS:

Operations Superintendent, Operations Manager

<u>General Incentive Opportunities</u>	<u>DDW California Water Treatment Operator Grade T3</u>	<u>1.0%</u>
	<u>DDW California Water Treatment Operator Grade T4</u>	<u>1.0%</u>
	<u>DDW California Water Treatment Operator Grade T5</u>	<u>1.0%</u>
	<u>DDW California Water Distribution Operator Grade T4</u>	<u>1.0%</u>
	<u>DDW California Water Distribution Operator Grade T5</u>	<u>1.0%</u>
	<u>CWEA Collection System Maintenance Grade C4</u>	<u>1.0%</u>
	<u>CWEA Mechanical Technologist IV</u>	<u>1.0%</u>
	<u>CWEA Electrical/Instrumentation IV</u>	<u>1.0%</u>
	<u>AWWA Distribution III</u>	<u>1.0%</u>
	<u>AWWA Distribution IV</u>	<u>1.0%</u>
	<u>AWWA Treatment III</u>	<u>1.0%</u>
	<u>AWWA Treatment IV</u>	<u>1.0%</u>
	<u>CA/NV AWWA Water Use Efficiency Practitioner 1</u>	<u>1.0%</u>
	<u>CA/NV AWWA Water Use Efficiency Practitioner 2</u>	<u>1.0%</u>
	<u>CA/NV AWWA Water Use Efficiency Practitioner 3</u>	<u>1.0%</u>
	<u>AWWA Backflow Prevention Assembly Tester</u>	<u>1.0%</u>
	<u>AWWA Utility Risk and Resilience Certificate Program</u>	<u>1.0%</u>
	<u>Sacramento State Water Program Utility Management</u>	<u>1.0%</u>
	<u>North Tahoe Leadership Program</u>	<u>3.0%</u>
	<u>Toastmasters Pathway Completion</u>	<u>3.0%</u>
	<u>Recognition in Special District Governance</u>	<u>1.5%</u>
	<u>CSDA Special District Administrator Certificate</u>	<u>3.0%</u>
	<u>3 Credit Approved College Course Related to Employee's Position</u>	<u>2.5%</u>
	<u>Bilingual Incentive: Speaking¹</u>	<u>1.0%</u>
	<u>Bilingual Incentive: Writing¹</u>	<u>1.0%</u>
<u>In-Person Training²</u>	<u>CalPERS Educational Forum</u>	<u>1.5%</u>
	<u>SHRM HR Conference</u>	<u>1.5%</u>
	<u>LaserFiche Conference</u>	<u>1.5%</u>
	<u>ECS Imaging LaserFiche Training</u>	<u>0.5%</u>
	<u>Dale Carnegie Training</u>	<u>1.5%</u>
	<u>CSDA Special District Leadership Academy</u>	<u>1.5%</u>
	<u>CSDA Annual Conference</u>	<u>1.5%</u>
	<u>CSDA Special District Legislative</u>	<u>1.0%</u>
	<u>CSDA/SDRMA Spring Education</u>	<u>0.5%</u>
	<u>CSDA Manager Approved Workshops</u>	<u>0.5%</u>
	<u>AWWA Utility Management Conference</u>	<u>2.0%</u>
	<u>LCW Public Sector Employment Relations Certificate</u>	<u>4.0%</u>
	<u>Manager Approved In-Person Training Related to Employee's Position</u>	<u>0.5%/8 hrs</u>

NOTES:

1. Requires passing test through a contracted professional initially and every three (3) years thereafter.
2. A maximum of 5% combined education incentive can be achieved from trainings in the "In-Person Training" category. Listed incentive is based on length of conference at the time of adoption and is subject to change. In-person training typically earns credit at 0.5% per full-day (8 hours).
3. Employees are not eligible for incentives for trainings or certificates required in their job description.

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

Sample List of 3-Credit College Courses

CLASSIFICATIONS:

Operations Superintendent, Operations Manager, Junior Engineer, Assistant Engineer, Associate Engineer, District Engineer, Account Clerk I; Account Clerk II; Account Clerk II/HR Specialist; Administrative Assistant; Board Secretary & Executive Assistant; Finance and Administrative Manager; Office Manager; Office Supervisor

Due to the endless options for learning, the Squaw Valley Public Service District Educational Incentive Program has included a general incentive for "3-Credit Approved College Course Related to Employee's Position." Below are some (not all) of the academic courses which an employee should consider for professional development.

Each program will be considered by the Department Manager and General Manager and approved on a case-by-case basis in advance.

The incentive for all programs will be based on 2.5% per 3-Credit Course, or approximately 0.5% incentive for each 8 hours of class time.

University of California Davis Certificate Programs | <https://cpe.ucdavis.edu/certificate-programs>
Accounting Principles, Construction Management, Human Resource Management, Project Management, Executive Leadership, Management Development, Supervisory Skills

University of the Pacific | <https://www.pacific.edu/academics/schools-and-colleges/benerd-college/professional-development/certificate-programs.html>
Human Resource Management, Customer Service, Leadership Development, Legal Secretary, Management, Professional and Technical Writing, Supervisory and Leadership, Paralegal

University of Nevada, Reno | <https://extendedstudies.unr.edu/>
Project Management, Advanced Leadership Academy

UCSC Extension | <https://www.ucsc-extension.edu/certificates/>

UC Berkeley | <https://extension.berkeley.edu/static/online/>

Sierra College | <https://www.sierracollege.edu/>

RESOLUTION 2020-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUAW VALLEY PUBLIC SERVICE DISTRICT
RESCINDING POLICY 2151, SUPERSEDING PRIOR MEMOS
REGARDING EDUCATIONAL INCENTIVES, AND APPROVING REVISIONS
TO THE PERSONNEL POLICY AND PROCEDURES MANUAL.**

WHEREAS, the Board of Directors authorized removal of the Personnel Chapter from the District's Administrative Code and adopted the Squaw Valley Public Service District's Personnel Policies Manual (PP&PM) by Resolution 2014-08; and

WHEREAS, the Board of Directors established a District Policy Manual by Resolution 2006-23 in July 2006; and

WHEREAS, staff would like to gradually rescind personnel related policies in the District policy manual and incorporate them into the PP&PM such that all personnel policies are in one location; and

WHEREAS, several memos exist related to Educational Incentives; and

WHEREAS, CalPERS requires that an educational incentive program be approved by the Board of Directors, kept current, and be consistent among employees; and

WHEREAS, having all information in one location will improve the usability of the educational incentive policy; and

WHEREAS, the new policy will be effective January 28, 2020; and

WHEREAS, no incentives, beyond those already provided, will be given for education previously completed or certification previously received consistent with the intent of the program to encourage continuing education.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors directs staff to rescind Policy 2151, supersede previous memos regarding educational incentives, and incorporate all information into the PP&PM.

PASSED AND ADOPTED this 28th day of January 2020 at a regular meeting of the Board of Directors duly called and held by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

DIVISION X EDUCATION AND TRAINING PROGRAMS

Section 10.01 Programs

When the Board, General Manager, Fire Chief or ~~Operations-a Department~~ Manager deems it appropriate, an employee may be sent to approved in-service training and education programs. The District shall pay the cost of the employee's tuition and books and other reasonably incurred expenses as set forth in Division XI.

Costs incurred for job-related training expenses resulting from extracurricular activities such as college tuition, home study courses, committee involvement in service-oriented organizations, etc., may be reimbursed at the General Manager's discretion.

Reimbursement for educational expenses shall be paid upon evidence of successful completion of the program for which prior approval has been received. The Manager, at his/her discretion, may allow an "advance allowance" to the employee.

The District will pay overtime for hours accrued in excess of normal work hours (8 hours per day for regular, non-exempt employees, and 24 hours for shift employees) to attend mandatory training. Mandatory training is training required by the Board, General Manager, Fire Chief or ~~Operations-a Department~~ Manager.

Out of town travel for mandatory training classes will be compensated, including time spent driving or as a passenger. Time spent taking a break from travel in order to eat a meal, sleep, or to engage in personal pursuits not connected with the traveling is not compensable. To avoid overtime, travel during normal work hours is encouraged.

The District will not pay overtime for hours outside of normal work hours for employee-elected training, even though the District may have paid for the class.

Section 10.02 Reimbursement for Required Certifications and Licenses

The District will reimburse an employee for the cost to successfully renew a certification or license that the employee is required to maintain for their authorized position with the District.

Section 10.03 Educational Incentive Plan

~~The following Educational Incentive Plans that allows employees to increase their wages above their pay range step(s) have been adopted for Administrative and Operations Department personnel and are hereby incorporated by reference. Application of the incentive increases upon promotion of an employee will be as follows. The percentage of incentive increases will be used for Operations Department personnel calculations. The dollar amount of incentive increases will be used for Administrative personnel calculations.~~

~~(Entire chapter revised by Ordinance 2009-06)by completing approved training and achieving certifications as shown.~~

- ~~1. A salary increase will be paid for certification and education for the classes and certifications shown on the attached "Squaw Valley Public Service District Educational~~

Incentive Plan." All certifications and education must be approved by the District, not duplicated unless approved by the District, and will carry a cumulative maximum of 10% in compensation. Training and incentives must be approved by the General Manager prior to starting education or incurring expenses.

One exception to the 10% maximum education incentive compensation shall be a 5% increase for a Junior Engineer earning a professional engineering license.

2. Only those certificates or incentives earned while employed with the District shall be included in this program. Certifications must remain active to keep incentive credit.
3. New courses and incentives may be added at the discretion of the General Manager or Personnel Committee.
4. Classes, courses or examinations scheduled during regularly scheduled work hours will be compensated at the employee's regular rate of pay. Wages will not be compensated for classes, courses or examinations scheduled outside of regularly scheduled work hours.
5. Expenses incurred for attending classes, courses or examinations as a part of this incentive program shall be subject to Division X "Education and Training Programs" of the Personnel Policies and Procedures Manual.
6. Organizations providing certification testing may impose requirements, which exceed the District requirements.
7. For promotions, incentives listed and earned for the lower position will not be carried to the higher position unless it is also identified as an incentive for the promotional position. The incentives earned in a lower position that are a requirement of the higher position to which the employee is being promoted will not be carried forward and the incentive will be eliminated. If an incentive is earned at a lower position and is listed for the promotional position, the incentive provided for the promotional position will be summed with all other incentives and applied to the Base Wage. If Training or Certification is required per job description, incentives will not be given.
8. Base Wages are those listed in the District's published Summary of Monthly Salary Schedules. There are typically five steps for each position. The wage for each step for each position are the Base Wages.
9. The standard operating procedure to compute salary increases are as follows:
 - A. When an employee receives Educational Incentive Plan salary increases, the percentages earned for the incentives are summed and then applied to the employee's current Base Wage.

Example: If an employee is making a Base Wage of \$1,000 per month and receives a 2.0% increase for becoming a Notary Public, the new salary will be \$1,020 per month. If this employee then earns a separate 3.0% increase for earning the Special Districts Administrator certificate, the new salary would be \$1,050 per month. The 2.0% and 3.0% are summed, and then applied to the Base Wage of \$1,000 per month.

B. If a new Salary Schedule is approved, for instance to incorporate a Cost of Living Adjustment, then Base Wages are adjusted only. The sum of each employee's incentives is then applied to the adjusted Base Wage to compute the employee's new wage.

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

CLASSIFICATIONS:

Account Clerk I; Account Clerk II; Account Clerk II/HR Specialist; Administrative Assistant; Board Secretary & Executive Assistant; Finance and Administrative Manager; Office Manager; Office Supervisor

<u>General Incentive Opportunities</u>	<u>Certified Public Accountant</u>	<u>5.0%</u>
	<u>Completion of 80 hours/2 years of Continuing Education Classes that fulfill requirements to maintain active CPA License (only available one-time, not available if incentive has already been given for CPA certification).</u>	<u>5.0%</u>
	<u>Certified Municipal Clerk</u>	<u>5.0%</u>
	<u>Master Municipal Clerk</u>	<u>5.0%</u>
	<u>SHRM HR Professional</u>	<u>5.0%</u>
	<u>Special District Administrator Certificate</u>	<u>3.0%</u>
	<u>Recognition in Special District Governance</u>	<u>1.5%</u>
	<u>Notary Public</u>	<u>2.0%</u>
	<u>North Tahoe Leadership Program</u>	<u>3.0%</u>
	<u>Toastmasters Pathway Completion</u>	<u>3.0%</u>
	<u>DDW California Water Distribution Operator Grade D1</u>	<u>1.0%</u>
	<u>DDW California Water Treatment Operator Grade T1</u>	<u>1.0%</u>
	<u>CWEA Collection System Maintenance Grade C1</u>	<u>1.0%</u>
	<u>Sacramento State Water Distribution Plant Operation Volume 1</u>	<u>2.0%</u>
	<u>Sacramento State Water Treatment Plant Operation Volume 1</u>	<u>2.0%</u>
	<u>Sacramento State O&M of WW Collection Systems Volume 1</u>	<u>2.0%</u>
	<u>Financial Accounting I – Sierra College</u>	<u>2.5%</u>
	<u>Financial Accounting II – Sierra College</u>	<u>2.5%</u>
	<u>3 Credit Approved College Course Related to Employee's Position</u>	<u>2.5%</u>
	<u>Bilingual Incentive: Speaking¹</u>	<u>1.0%</u>
	<u>Bilingual Incentive: Writing¹</u>	<u>1.0%</u>
<u>In-Person Training²</u>	<u>CalPERS Educational Forum</u>	<u>1.5%</u>
	<u>SHRM HR Conference</u>	<u>1.5%</u>
	<u>LaserFiche Conference</u>	<u>1.5%</u>
	<u>ECS Imaging LaserFiche Training</u>	<u>0.5%</u>
	<u>Springbrook Conference</u>	<u>1.5%</u>
	<u>Dale Carnegie Training</u>	<u>1.5%</u>
	<u>CSDA Special District Leadership Academy</u>	<u>1.5%</u>
	<u>CSDA Annual Conference</u>	<u>1.5%</u>
	<u>CSDA Board Secretary Conference</u>	<u>1.5%</u>
	<u>CSDA General Manager Leadership Summit</u>	<u>1.5%</u>
	<u>CSDA Special District Legislative</u>	<u>1.0%</u>
	<u>CSDA/SDRMA Spring Education</u>	<u>0.5%</u>
	<u>CSDA Manager Approved Workshops</u>	<u>0.5%</u>
	<u>AWWA Financial Management Conference</u>	<u>1.5%</u>
	<u>AWWA Utility Management Conference</u>	<u>2.0%</u>
	<u>Government Finance Officers Association Annual Conference</u>	<u>1.5%</u>
	<u>LCW Public Sector Employment Relations Certificate</u>	<u>4.0%</u>
	<u>Manager Approved In-Person Training Related to Employee's Position</u>	<u>0.5%/8 hrs</u>

NOTES:

1. Requires passing test through a contracted professional initially and every three (3) years thereafter.
2. A maximum of 5% combined education incentive can be achieved from trainings in the "In-Person Training" category. Listed incentive is based on length of conference at the time of adoption and is subject to change. In-person training typically earns credit at 0.5% per full-day (8 hours).
3. Employees are not eligible for incentives for trainings or certificates required in their job description.

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

CLASSIFICATIONS:

Junior Engineer, Assistant Engineer, Associate Engineer, District Engineer

<u>Sacramento State Water Distribution Plant Operation Volume 1</u>	<u>1.5%</u>
<u>Sacramento State Water Treatment Plant Operation Volume 1</u>	<u>1.5%</u>
<u>Sacramento State O&M of WW Collection Systems Volume 1</u>	<u>1.5%</u>
<u>Sacramento State Water Distribution Plant Operation Volume 2</u>	<u>1.5%</u>
<u>Sacramento State Water Treatment Plant Operation Volume 2</u>	<u>1.5%</u>
<u>Sacramento State O&M of WW Collection Systems Volume 2</u>	<u>1.5%</u>
<u>DDW California Water Distribution Operator Grade D2</u>	<u>1.0%</u>
<u>DDW California Water Distribution Operator Grade D3</u>	<u>1.0%</u>
<u>DDW California Water Distribution Operator Grade D4</u>	<u>1.0%</u>
<u>DDW California Water Distribution Operator Grade D5</u>	<u>1.0%</u>
<u>DDW California Water Treatment Operator Grade T2</u>	<u>1.0%</u>
<u>DDW California Water Treatment Operator Grade T3</u>	<u>1.0%</u>
<u>DDW California Water Treatment Operator Grade T4</u>	<u>1.0%</u>
<u>DDW California Water Treatment Operator Grade T5</u>	<u>1.0%</u>
<u>CWEA Collection System Maintenance Grade C2</u>	<u>1.0%</u>
<u>CWEA Collection System Maintenance Grade C3</u>	<u>1.0%</u>
<u>CWEA Collection System Maintenance Grade C4</u>	<u>1.0%</u>
<u>AWWA Backflow Prevention Assembly Tester</u>	<u>1.0%</u>
<u>AWWA Cross Connection Specialist</u>	<u>1.0%</u>
<u>NAASCO (LACP, PACP, MACP) Certification</u>	<u>1.0%</u>
<u>NACE Coating Inspector Level 1 Certification</u>	<u>1.0%</u>
<u>Professional Engineering License¹</u>	<u>5.0%</u>
<u>North Tahoe Leadership Program</u>	<u>3.0%</u>
<u>Toastmasters Pathway Completion</u>	<u>3.0%</u>
<u>Recognition in Special District Governance</u>	<u>1.5%</u>
<u>CSDA Special District Administrator Certificate</u>	<u>3.0%</u>
<u>3 Credit Approved College Course Related to Employee's Position</u>	<u>2.5%</u>

NOTES:

1. An exception to the 10% maximum education incentive compensation shall be a 5% increase for earning a professional engineering license.
2. Employees are not eligible for incentives for trainings or certificates required in their job description.

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

CLASSIFICATIONS:

Operations Superintendent, Operations Manager

<u>General Incentive Opportunities</u>	<u>DDW California Water Treatment Operator Grade T3</u>	<u>1.0%</u>
	<u>DDW California Water Treatment Operator Grade T4</u>	<u>1.0%</u>
	<u>DDW California Water Treatment Operator Grade T5</u>	<u>1.0%</u>
	<u>DDW California Water Distribution Operator Grade T4</u>	<u>1.0%</u>
	<u>DDW California Water Distribution Operator Grade T5</u>	<u>1.0%</u>
	<u>CWEA Collection System Maintenance Grade C4</u>	<u>1.0%</u>
	<u>CWEA Mechanical Technologist IV</u>	<u>1.0%</u>
	<u>CWEA Electrical/Instrumentation IV</u>	<u>1.0%</u>
	<u>AWWA Distribution III</u>	<u>1.0%</u>
	<u>AWWA Distribution IV</u>	<u>1.0%</u>
	<u>AWWA Treatment III</u>	<u>1.0%</u>
	<u>AWWA Treatment IV</u>	<u>1.0%</u>
	<u>CA/NV AWWA Water Use Efficiency Practitioner 1</u>	<u>1.0%</u>
	<u>CA/NV AWWA Water Use Efficiency Practitioner 2</u>	<u>1.0%</u>
	<u>CA/NV AWWA Water Use Efficiency Practitioner 3</u>	<u>1.0%</u>
	<u>AWWA Backflow Prevention Assembly Tester</u>	<u>1.0%</u>
	<u>AWWA Utility Risk and Resilience Certificate Program</u>	<u>1.0%</u>
	<u>Sacramento State Water Program Utility Management</u>	<u>1.0%</u>
	<u>North Tahoe Leadership Program</u>	<u>3.0%</u>
	<u>Toastmasters Pathway Completion</u>	<u>3.0%</u>
	<u>Recognition in Special District Governance</u>	<u>1.5%</u>
	<u>CSDA Special District Administrator Certificate</u>	<u>3.0%</u>
	<u>3 Credit Approved College Course Related to Employee's Position</u>	<u>2.5%</u>
	<u>Bilingual Incentive: Speaking¹</u>	<u>1.0%</u>
	<u>Bilingual Incentive: Writing¹</u>	<u>1.0%</u>
<u>In-Person Training²</u>	<u>CalPERS Educational Forum</u>	<u>1.5%</u>
	<u>SHRM HR Conference</u>	<u>1.5%</u>
	<u>LaserFiche Conference</u>	<u>1.5%</u>
	<u>ECS Imaging LaserFiche Training</u>	<u>0.5%</u>
	<u>Dale Carnegie Training</u>	<u>1.5%</u>
	<u>CSDA Special District Leadership Academy</u>	<u>1.5%</u>
	<u>CSDA Annual Conference</u>	<u>1.5%</u>
	<u>CSDA Special District Legislative</u>	<u>1.0%</u>
	<u>CSDA/SDRMA Spring Education</u>	<u>0.5%</u>
	<u>CSDA Manager Approved Workshops</u>	<u>0.5%</u>
	<u>AWWA Utility Management Conference</u>	<u>2.0%</u>
	<u>LCW Public Sector Employment Relations Certificate</u>	<u>4.0%</u>
	<u>Manager Approved In-Person Training Related to Employee's Position</u>	<u>0.5%/8 hrs</u>

NOTES:

1. Requires passing test through a contracted professional initially and every three (3) years thereafter.
2. A maximum of 5% combined education incentive can be achieved from trainings in the "In-Person Training" category. Listed incentive is based on length of conference at the time of adoption and is subject to change. In-person training typically earns credit at 0.5% per full-day (8 hours).
3. Employees are not eligible for incentives for trainings or certificates required in their job description.

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

Sample List of 3-Credit College Courses

CLASSIFICATIONS:

Operations Superintendent, Operations Manager, Junior Engineer, Assistant Engineer, Associate Engineer, District Engineer, Account Clerk I; Account Clerk II; Account Clerk II/HR Specialist; Administrative Assistant; Board Secretary & Executive Assistant; Finance and Administrative Manager; Office Manager; Office Supervisor

Due to the endless options for learning, the Squaw Valley Public Service District Educational Incentive Program has included a general incentive for “3-Credit Approved College Course Related to Employee’s Position.” Below are some (not all) of the academic courses which an employee should consider for professional development.

Each program will be considered by the Department Manager and General Manager and approved on a case-by-case basis in advance.

The incentive for all programs will be based on 2.5% per 3-Credit Course, or approximately 0.5% incentive for each 8 hours of class time.

University of California Davis Certificate Programs | <https://cpe.ucdavis.edu/certificate-programs>

Accounting Principles, Construction Management, Human Resource Management, Project Management, Executive Leadership, Management Development, Supervisory Skills

University of the Pacific | <https://www.pacific.edu/academics/schools-and-colleges/benerd-college/professional-development/certificate-programs.html>

Human Resource Management, Customer Service, Leadership Development, Legal Secretary, Management, Professional and Technical Writing, Supervisory and Leadership, Paralegal

University of Nevada, Reno | <https://extendedstudies.unr.edu/>

Project Management, Advanced Leadership Academy

UCSC Extension | <https://www.ucsc-extension.edu/certificates/>

UC Berkeley | <https://extension.berkeley.edu/static/online/>

Sierra College | <https://www.sierracollege.edu/>

RESOLUTION 2020-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUAW VALLEY PUBLIC SERVICE DISTRICT
IDENTIFYING THE EDUCATIONAL INCENTIVES FOR
ADMINISTRATIVE PERSONNEL BETWEEN 5/27/2017 AND 1/27/2020**

WHEREAS, the Board of Directors approved the Educational Incentive Plan for Unrepresented Employees by motion in May 1997; and

WHEREAS, the Board of Directors established a District Policy Manual by Resolution 2006-23 in July 2006; and

WHEREAS, the District has not made substantive changes to the Educational Incentive Plan since 1997; and

WHEREAS, per the existing policy, “new courses and incentives may be added at the discretion of the Manager or Personnel Committee;” and

WHEREAS, the attached Exhibit details the incentives added at the discretion of the Manager or Personnel Committee between May 27, 2017 and January 27, 2020; and

WHEREAS, CalPERS requires that an educational incentive program be approved by the Board of Directors, kept current, and be consistent among employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopt Resolution 2020-04 approving the educational incentives effective between 5/27/2017 and 1/27/2019 as proposed.

PASSED AND ADOPTED this 28th day of January 2020 at a regular meeting of the Board of Directors duly called and held by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

SQUAW VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

EFFECTIVE 5/27/2017 – 1/27/2020

CLASSIFICATIONS:

Account Clerk I; Account Clerk II; Account Clerk II/HR Specialist; Administrative Assistant; Board Secretary & Executive Assistant; Finance and Administrative Manager; Office Manager; Office Supervisor, Junior Engineer, Assistant Engineer, Associate Engineer, District Engineer, Operations Superintendent, Operations Manager

Completion of 80 hours/2 years of Continuing Education Classes that fulfill requirements to maintain active CPA License (only available one-time, not available if incentive is also given for CPA certification).	5.0%
Recognition in Special District Governance	2.0%
Notary Public	2.0%
North Tahoe Leadership Program	2.0%
DDW California Water Treatment Operator Grade T2	2.0%
CWEA Collection System Maintenance Grade C4	2.0%
Sacramento State Water Distribution Plant Operation Volume 1	2.0%
Sacramento State Water Treatment Plant Operation Volume 1	2.0%
Sacramento State O&M of WW Collection Systems Volume 1	2.0%
NAASCO (LACP, PACP, MACP) Certification	2.0%
CalPERS Educational Forum	2.0%
SHRM HR Conference	2.0%
Special District Leadership Academy	2.0%
Financial Accounting I – Sierra College	1.5%
Financial Accounting II – Sierra College	1.5%
CSDA Board Secretary Conference	1.5%