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Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

CONTACT: Bob Van Beveren, Administrative Manager (961-8863)

SUBJECT: Amendments to the Resolution Establishing the Management Personnel Benefits Policy for Management and Confidential-Unrepresented Employees

RECOMMENDATION:

1. Adopt a Resolution amending the Management Personnel Benefits Policy for Management and Confidential-Unrepresented Employees (Attachment 1); and
2. Adopt a Resolution amending the APCD's Classification and Salary Plan (Attachment 2) to implement a 2% COLA increase to Management and Confidential-Unrepresented employees (Units 32 and 43) effective September 1, 2013 and a 1% COLA increase to Management and Confidential-Unrepresented employees (Units 32 and 43) effective January 1, 2015.

DISCUSSION:

In December 1997 your Board adopted a Management Personnel Benefits Policy for Management and Confidential-Unrepresented Employees. The Management and Confidential-Unrepresented group represents 9 employees, including the APCO. Periodically, this resolution requires amendments to reflect changes to benefits provided to unrepresented employees. The last amendment took place in August 2012. The following are the most significant amendments to this resolution:

1. Effective September 1, 2013 the District shall contribute an additional semi-monthly benefit of \$50.71 to the employee-only premium of the medical benefit; and an additional semi-monthly benefit of \$5.69 to the employee-only premium of the dental benefit;
2. Effective January 1, 2014 an increase in Cafeteria dollars of \$10.00 each pay period;

3. Effective January 1, 2015 an increase in Cafeteria dollars of \$4.62 each pay period;
4. Effective September 1, 2013 inclusion of an Incentive Premium for CPA Licensure;
5. An additional one-time holiday of December 31, 2013; and
6. Removal of the clause which had allowed employees to request pay for Vacation hours.

Fiscal Impact

During recent years the District has reduced in size and seen its budget process further refined. Having completed an in depth analysis of the budget, realizing savings through attrition, and taking into consideration staff have not received a Cost of Living Adjustment since July 2008; with the adoption of the Fiscal Year 2013-2014 budget, the District is able to provide an increase in benefits and salary. Increases provided to the Management and Confidential-Unrepresented employees are consistent with those negotiated with the represented employee groups. The below outlines the fiscal impact of these changes to Management and Confidential-Unrepresented employees:

1. Providing an increase in the District paid employee-only portion of the medical and dental plans effective September 1, 2013 will have an impact for the current Fiscal Year of \$8,570, and then \$11,420 in subsequent Fiscal Years.
2. Providing a 2% COLA increase effective September 1, 2013 will have an impact for the current Fiscal Year of \$17,000, and then \$20,400 in subsequent Fiscal Years.
3. Providing a 1% COLA increase effective January 1, 2015 will have an impact for the 2014/2015 Fiscal Year of \$5,100, and then \$10,200 in subsequent Fiscal Years.
4. Providing an increase in Cafeteria dollars effective January 1, 2014 will have an impact for the current Fiscal Year of \$1,430, and then \$2,860 in subsequent Fiscal Years.
5. Providing an increase in Cafeteria dollars effective January 1, 2015 will have an impact for the 2014/2015 Fiscal Year of \$660, and then \$1,320 in subsequent Fiscal Years.
6. Providing an Incentive Premium for CPA Licensure will have an impact for the current Fiscal Year of \$3,392, and then \$4,070 in subsequent Fiscal Years.
7. Lastly, providing a one-time holiday is consistent with the benefits that were negotiated with the represented employee groups. While the holiday does not increase the APCD's appropriation for salaries and benefits, the APCD will lose 72 productive hours. However, closing the office for one additional day would benefit the APCD and County citizens through energy savings and reduced commute generated air pollution emissions. Based on an average productive hour cost of \$77.82 the APCD would be providing a benefit valued at \$5,603 with no direct fiscal impact.

Attachments (2):

Salary Resolution

Management Benefits Resolution