

HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

MEETING DATE: December 16, 2021

FROM: Laura Fischer, General Manager

SUBJECT: Approve Salary Schedules for FY 2021-22 via Resolution Number 2021-17.

ISSUE:

Shall the Board of Directors approve the salary schedules for FY 2021-22 via Resolution 2021-17.

GENERAL MANAGER RECOMMENDATION:

It is recommended that the Board approve the salary schedules for FY 2021-22 via Resolution 2021-17.

FISCAL IMPACT:

This action will ratify the salaries for all employees after the approval of the modified Memorandum of Understanding between the District and the NRTA bargaining unit. This MOU modified the salary for the employees and the new salary schedule reflects these changes. This Resolution reflects changes to the salary for the unrepresented staff including Chief Operator, Finance Manager, Senior Account Clerk, and Bookkeeper. ***Resolution 2021-17 modifies prior Resolution 2021-16 to include the new Office Manager position and salaries for Senior Account Clerk and Bookkeeper.***

DISCUSSION:

If prior action was approved to Modify the MOU between the HPUD and the NRTA, this will result in a salary increase for employees for Fiscal Year 2021-22. A new salary schedule must be prepared and approved.

The Salary Schedule that is presented for your approval, list all HPUD job titles, including the new part time parks position and recreation center coordinator. Also, the new Water & Sewer temporary part-time employee position. There is no change to part-time employees' hourly rate. Approving the salaries in one document meets the State Finance Department requirements as well as CalPERS. This salary schedule will be posted on our website.

CONCLUSION:

The salary schedule reflects the true and accurate salaries of all employees both represented by the Natural Resources Technical Association and unrepresented employees. In order to meet state and CalPERS requirements the HPUD must have an approved Salary Schedule. Staff recommend approval of the Modified FY 2021-22 Salary Schedule via adoption of Resolution 2021-17.

ALTERNATIVE:

- 1) Do not approve the salary schedules as presented.

2) Provide alternative direction to staff.²

Respectfully Submitted,

Laura Fischer,
General Manager

Attachment: Resolution 2021-17 and Exhibit A Salary Schedule for FY 2021-22

RESOLUTION NO. 2021-17

**A RESOLUTION OF THE HEBER PUBLIC
UTILITY DISTRICT ESTABLISHING A
COMPENSATION PLAN FOR EMPLOYEES FOR
FISCAL YEAR 2021-22**

WHEREAS, the Heber Public Utility District is required by Government Code to prescribe the time and method of paying salaries and wages of officers and employees; and

WHEREAS, the Heber Public Utility District has determined that it is necessary for the efficient operation and management of the District to establish a comprehensive wage and salary schedule and to fix the rates of compensation to be paid to employees of the District; and

NOW, THEREFORE THE HEBER PUBLIC UTILITY DISTRICT RESOLVES:

The attached Salary Schedule (Exhibit A) Attached to this Resolution is hereby adopted.

PASSED, APPROVED AND ADOPTED this 16th day of December 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By _____

President of the Board

ATTEST:

By _____

Raquel Carrillo,

Secretary of the Board of Directors

**HEBER PUBLIC UTILITY DISTRICT
NRTA BARGAINING UNIT**

SALARY SCHEDULE EFFECTIVE July 1st 2021

Resolution 2021-17 - Adopted December 16, 2021

Position	Salary Period	July 1, 2021 via Reso 2021-17	
		Step 1	Step 2
Lead Operator	Monthly	5,335	5,602
	Annual	64,020	67,221
	Hourly Rate	30.779	32.318
W / WW Operator II	Monthly	4,838	5,080
	Annual	58,057	60,959
	Hourly Rate	27.912	29.307
W / WW - OIT	Monthly	4,204	4,414
	Annual	50,444	52,966
	Hourly Rate	24.252	25.465
Parks Maintenance II New Title	Monthly	3,813	4,004
	Annual	45,756	48,044
	Hourly Rate	21.998	23.098

**HEBER PUBLIC UTILITY DISTRICT
Non represented employees**

Position	Salary Period	FY 20212-22
General Manager	Monthly	8,414
	Annual	100,966
	Hourly	48.541
Finance Manager	Monthly	6,197
	Annual	74,360
	Hourly	35.750
Chief Operator	Monthly	6,712
	Annual	80,540
	Hourly	38.721
Office Manager	Monthly	5,833
	Annual	70,000
	Hourly	33.654
Bookkeeper	Monthly	4,338
	Annual	52,054
	Hourly	25.026

Senior Account Clerk	Monthly	4,338
	Annual	52,054
	Hourly	25.026

HEBER PUBLIC UTILITY DISTRICT
Temporary Part-Time Employees

Position	Hourly	FY 2020-21
Recreation Center Coordinator Part Time	Hourly Rate	20.00
Maintenance Part Time	Hourly Rate	16.00