

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 4010: Compensation

4010.10 This policy shall apply to all full time regular employees.

4010.20 Compensation at Hiring

4010.20.1 New Employees: All newly appointed employees shall be paid at the minimum rate of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

4010.20.2 Advanced Range Hiring: If the General Manager finds that qualified applicants cannot be successfully recruited at the minimum rate of the salary range, they may appoint at a rate higher than the minimum for the range.

4010.30 Merit Advancement within Range

4010.30.1 Performance Evaluation Required: The General Manager shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

4010.30.1.1 It is the responsibility of the direct supervisor/manager to ensure that the performance evaluation is completed prior to the merit advancement effective date. The direct supervisor/manager will receive a written warning if the performance evaluation is not completed on time. The employee is also responsible to respond to the performance evaluation in a timely manner.

4010.30.2 Period of Employment Required for Merit Advancement: Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

4010.30.2.1 New Employees: A person hired as a new employee shall have a merit advancement date which is six (6) months following the date of employment.

4010.30.2.2 Full Time Regular Employees: All full time regular employees shall have a merit advancement date which shall be one (1) year from the date of the previous merit advancement.

4010.30.2.3 Promotion or Demotion: An employee who is promoted or demoted shall have a new merit advancement date one (1) year from the date of promotion or demotion.

4010.30.2.4 Voluntary Demotion: An unrepresented employee who voluntarily demotes to a position at a lower salary range shall have a new merit advancement date one (1) year from the date of voluntary demotion.

4010.30.2.5 Change in Range Allocation: If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

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4010.30.2.6 *Position Reclassification:* An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one (1) year following the effective date of the position reclassification.

4010.30.3 *Effective Date:* An employee's merit increase shall become effective on or after their merit advancement date.

4010.30.3.1 The General Manager or designee may delay authorizing the merit advancement up to six (6) months beyond the employee's merit advancement date for unsatisfactory performance or for disciplinary actions.

4010.30.3.2 In case of such a delay, the employee's merit advancement shall become effective upon the completion of satisfactory performance following the General Manager or designee's authorization based on the new effective date. If a merit advancement date is delayed, the employee shall have a new merit advancement date effective one (1) year from the date of said advancement.

4010.30.3.3 The merit advancement will be delayed for the comparable period of time if an employee is out on a leave of absence that has exceeded thirty (30) days during any review period.

4010.40 Promotion

4010.40.1 Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater.

4010.50 Salary Range

4010.50.1 It is appropriate that the District's salary ranges keep pace with the economy and remain comparable and competitive with water agencies in the region. Each budget cycle, the Consumer Price Index (CPI) information will be reviewed using the West "A" category of the previous calendar year. The Board of Directors, in its discretion and based on budgetary limitations, may apply any positive change there is in the CPI to the salary ranges, with a minimum of one percent (1%) and maximum of five percent (5%) effective July 1, 2022.

4010.50.2 Every three (3) years, the Salary and Benefit survey will be reviewed and new averages calculated using the following agencies: Citrus Heights Water District, City of Folsom, City of Roseville, City of Sacramento, El Dorado Irrigation District, Elk Grove Water Service, Fair Oaks Water District, Placer County Water Agency, Sacramento County, Sacramento Suburban Water District, and San Juan Water District. Results of this exercise may result in adjustments in the salary ranges.

4010.50.3 Salary ranges will be distributed each year as part of the budget process.