



PALMDALE WATER DISTRICT

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Board of Directors

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May 7, 2015

*Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Joe Estes
to be held at the District's office at 2029 East Avenue Q, Palmdale
Tuesday, May 12, 2015
9:00 a.m.*

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll Call.
- 2) Adoption of Agenda.
- 3) Public comments.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)

- 4.1) Consideration and possible action on approval of minutes of meeting held April 2, 2015.
- 4.2) Presentation on Learn for Life participation in the District's Internship Program. (John Fleming, Learn for Life Director)
- 4.3) Discussion and review of Human Resources Calendar. (Human Resources Director Emery)
- 4.4) Consideration and possible action on Employee Handbook updates. (Human Resources Director Emery)
- 4.5) Discussion of salary survey for Operations Department and Facilities Department. (Human Resources Director Emery)
- 5) Project Updates:
 - 5.1) Status of Customer Care Certification Program. (Human Resources Director Emery)
 - 5.2) Status on Customer Service 2015 Campaign. (General Manager LaMoreaux)
 - 5.3) Status on Organizational Assessment. (General Manager LaMoreaux)
 - 5.4) Other.
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.



MATTHEW R. KNUDSON,
Assistant General Manager

DDL/MRK/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: May 4, 2015 **May 12, 2015**
TO: PERSONNEL COMMITTEE **Committee Meeting**
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.4 - CONSIDERATION AND POSSIBLE ACTION
ON EMPLOYEE HANDBOOK UPDATES***

Recommendation:

Staff recommends that the Board approve the following updates to the Employee Handbook - Part time employee sick leave policy update and Retiree Health Insurance Update.

This item will be considered by the Personnel Committee at their May 12, 2015 meeting.

Alternative Options:

The sick leave update is state mandated, and the Retiree Health Insurance update is a plan change with JPIA.

Background:

The state of California has mandated a minimum of three days sick leave be provided annually to employees who work 30 days with an employer. The sick leave can be used after 90 days. This requires a change to our handbook which previously did not award sick leave to part time employees. Also our handbook guidelines previously did not allow usage of sick time in the first six months of employment.

Requiring retirees to obtain both part A and part B of Medicare coverage when eligible will allow the District to reduce the medical premium costs for retirees. Currently, our handbook did not specify both part A and part B as required.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2 - Increased Efficiency.

Budget:

There is no addition to budget. The change in retiree requirements will cause an undetermined reduction in retiree medical costs.

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: May 4, 2015 May 12, 2015
TO: BOARD OF DIRECTORS Personnel Committee
FROM: Jennifer Emery, Human Resources Director
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: *AGENDA ITEM NO. 4.5 - DISCUSSION OF SALARY SURVEY FOR
OPERATIONS DEPARTMENT AND FACILITIES DEPARTMENT*

Recommendation:

Staff recommends review of the salary survey information and discussion. Once all Department and Benefit Surveys have been completed, the staff will recommend action on the survey.

Alternative Options:

No changes.

Background:

As a part of the Human Resources calendar, we will be going over a salary survey of twelve similar Water Districts in order to determine competitive salaries for our personnel. We will be looking at individual departments during the May and June Personnel Committee meetings and will look at benefits during the July Committee Meeting at which point we will look at possible action based on findings.

Strategic Plan Initiative:

This work is part of Strategic Plan Initiative No. 2 - Increased Efficiency.

Budget:

The effect on budget will be determined depending on discussions over the next three Committee meetings.

Supporting Documents:

N/A