

**ALAMEDA COUNTY FLOOD CONTROL AND
WATER CONSERVATION DISTRICT
ZONE 7**

**APPENDIX A
FOOTNOTES TO SALARY SCHEDULES
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**SECTION 1.0 WATER PLANT OPERATOR – CERTIFICATION
DIFFERENTIAL**

Any person occupying a position under Water Plant Operator III (Item 4944) holding a valid T-4 certification issued by the State of California Department of Public Health (CDPH) shall receive an additional 5 per cent compensation. Any person holding a valid T-5 certification issued by CDPH shall receive an additional 5 per cent compensation in addition to the 5 per cent for the T-4.

The date shall be set at the pay period closest to the actual date of the issuance of the T-4 or T-5 certification. Employees must submit a copy of the certification issued by CDPH within one month of receiving the certification for this section to be applicable.

Zone 7 shall reimburse employees in the classification of Water Plant Operator I (Item 4942), Water Plant Operator II (Item 4943), Water Plant Operator III (Item 4944), who hold a single certification in Treatment or a dual certification in Treatment and distribution for actual costs of the renewal. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certification).

Adopted: 7/3/94; Amended: 6/30/96; 12/18/96; 01/01/01; 6/23/02; 6/20/04; 5/22/05; 7/1/07

SECTION 1.1 WATER PLANT OPERATOR

Any person occupying a position under Water Plant Operator III (Item 4944) who has completed one year of satisfactory service in Alameda County Zone 7 employment while holding a valid T-3 certification issued by the State of California Department of Public Health, will be advanced from the 4th step to the 5th step of the salary range for that classification.

Adopted: 7/3/94; Amended: 7/1/07

SECTION 1.3 REGISTERED ENGINEERS

Employees occupying a position under Items 4963, 4964 (Junior/Assistant Engineers), and who have received certification as a Registered Civil Engineer from the State of California shall be paid at the rate of seven (7) percent over their normal biweekly or hourly rate of pay.

Adopted: 7/3/94; Amended: 6/25/00

SECTION 1.4 REGISTERED GEOLOGIST

Employees occupying a position under Items 4963, 4964 (Junior/Assistant Engineers), and who have received certification as Registered Geologist from the State of California shall be paid at the rate of seven (7) percent over their normal biweekly or hourly rate of pay, unless they are receiving the seven percent pursuant to Section 1.3.

Adopted: 7/3/94; Amended: 6/25/00

SECTION 1.7 ON-CALL PAY

In order to permit interchange and flexibility among designated classes in accordance with policies and procedures developed and set forth in the Emergency & Operations Plan, when individuals are assigned duties and responsibilities that include being on call for emergency situations by the General Manager and not to exceed two (2) persons shall be compensated an additional 3 per cent for the specific period assigned on-call duties. Refer to On-Call Policy for specific responsibilities for position on call.

Adopted: 6/30/96; Amended: 6/28/98; 7/21/99

SECTION 1.8 WATER QUALITY LABORATORY TECHNICIAN

Any person occupying a position under Item 4949, Water Quality Laboratory Technician, holding a valid Water Quality Analyst Grade II certification issued by the American Water Works Association (AWWA) - California Nevada Section shall receive an additional 5 per cent compensation. The effective date shall be set at the pay period closest to the actual date of the test. Adjustment will be made upon receipt of 1) copy of the signed Certificate by the Director of the California-Nevada Section, AWWA and the Certificate Administrator and 2) verification of official documentation indicating test date. Otherwise, the effective date shall be set at the 1st pay period of the following month.

Any employee in the classification of 4949 who holds a Water Quality Analyst II certificate shall be reimbursed by Zone 7 for actual costs for the renewal of the Water Quality Analyst II certificate. The maximum renewal fees shall be \$60.00 bi-annually. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certificate).

In order to continue to receive the additional 5 per cent compensation, any person occupying a position under Item 4949 holding a valid AWWA Water Quality Analyst Grade II certificate must complete the following requirement every 2 years; if this requirement is not met, the 5 per cent additional compensation will terminate.

- A. Employee shall earn 3 continuing education credits (CEU) by attending continuing education classes which are job related; or by attending 3 seminars from manufacturers to update instrumentation techniques or methods; or by attending 3 EPA regulation update seminars or 3 courses from AWWA. Employee shall share information with co-workers.
Employee shall submit verification of completion to Human Resources.

Adopted: 6/30/96; Amended: 6/25/00

SECTION 1.9 WATER QUALITY CHEMIST

Any person occupying a position under Item 4950, Water Quality Chemist, holding a valid Water Quality Analyst Grade III certification issued by the American Water Works Association (AWWA) - California Nevada Section shall receive an additional 5 per cent compensation. The effective date shall be set at the pay period closest to the actual date of the test. Adjustment will be made upon receipt of 1) copy of the signed Certificate by the Director of the California-Nevada Section, AWWA and the Certificate Administrator and 2) verification of official documentation indicating test date. Otherwise, the effective date shall be set at the 1st pay period of the following month.

Any employee in the classification of 4950 who holds a Water Quality Analyst III certification shall be reimbursed by Zone 7 for actual costs for the renewal of the Water Quality Analyst III certificate. The maximum renewal fees shall be \$60.00 bi-annually. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certificate).

In order to continue to receive the additional 5 per cent compensation, any person occupying a position under Item 4950 holding a valid AWWA Water Quality Analyst Grade III certificate must complete the following requirement every 2 years; if this requirement is not met, the 5 per cent additional compensation will terminate.

- A. Employee shall earn 3 continuing education credits (CEU) by attending continuing education classes which are job related; or by attending 3 seminars from manufacturers to update instrumentation techniques or methods; or by attending 3 EPA regulation update seminars or 3 courses from AWWA. Employee shall share information with co-workers.
Employee shall submit verification of completion to Human Resources.

Adopted: 6/30/96; Amended: 6/25/00

SECTION 2.0 CALL-BACK PAY

Unless otherwise provided in this Salary Ordinance, or in a current, valid memorandum of understanding, a person who is otherwise eligible to earn compensated overtime, called back to work from either standby duty or non-standby status, shall be compensated at the premium overtime rate for such work, provided however, that the minimum period shall be 2 hours. An employee called back to work because of a shift change shall be compensated at the premium rate for only the hours worked prior to the beginning of the employee's regular shift. Unless specifically authorized by the General Manager, positions in "M" designated classes are exempt from the provisions of this section.

Adopted: 7/3/94

SECTION 2.1 SHORT-NOTICE COVERAGE OF A SHIFT

If a relief (or other) operator Water Plant Operator I (Item 4942), Water Plant Operator II (Item 4943), Water Plant Operator III (Item 4944), Water Quality Lab Technician (Item 4949), Water Quality Chemist (Item 4950) is required to cover a shift or portion of a shift that starts sooner than his/her next regularly scheduled shift, and that shift or portion of a shift starts less than 12 hours from notification, the employee shall be compensated at this premium overtime rate as "short notice pay" for the shift or portion of a shift worked.

"Short Notice" pay covers only situations not already covered by "call back" and "overtime". Short notice pay cannot be compounded onto other premium pay conditions. (Employees may be compensated under one of the provisions for premium pay, but not more than one at any time).

Adopted: 7/3/94; Amended: 12/24/00; 6/20/04; 7/1/07

SECTION 2.2 SPLIT SHIFT AND NIGHT SHIFT WORK

Any employee required to work a split shift shall be paid at a rate of 6 per cent over and above his/her regular biweekly or hourly rate of pay for the entire shift so worked. For purposes of this paragraph "split shift" is defined as any daily tour of duty taking more than nine and one-half consecutive hours to complete.

Any employees who are required to work at least five-eighths of their normal daily tour after 4:30 p.m. and before 12:00 midnight shall be paid at a rate of 9 per cent over and above their regular biweekly or hourly rate of pay for the entire shift so worked. Any employees who are required to work at least five-eighths of their normal daily tour duty after 12:00 midnight and before 8:00 a.m. shall be paid at a rate of 12 per cent over and above their regular biweekly or hourly rate of pay for the entire shift so worked.

Adopted: 7/3/94; Amended: 6/30/96; 12/24/00; 6/20/04; 7/1/07

SECTION 2.3 BOOT ALLOWANCE (616)

Any employee in the classification of Water Plant Operator I (Item 4942), Water Plant Operator II (Item 4943), Water Plant Operator III (Item 4944), Water Quality Lab Technician (Item 4949), or Water Quality Chemist (Item 4950), may be reimbursed up to \$200 per fiscal year for the actual cost of approved safety shoes/boots.

Any employee in the classification of Water Resources Technician I (Item 4937), Water Resources Technician II (Item 4938) or Water Resources Technician III (Item 4939) when assigned duties (by his/her supervisor) that require safety shoes/boots shall be reimbursed up to \$200 per fiscal year for the actual cost of approved safety shoes/boots.

Any employee in the classification of Maintenance Materials Planner Buyer (Item 4955), when assigned to the Maintenance Section, may be reimbursed up to \$200 per fiscal year for the actual cost of approved safety shoes (boots).

Adopted: 7/3/94; Amended: 6/30/96; 6/28/98; 6/23/02; 6/20/04

Last Updated: 02/03/2014

SECTION 2.4 RELIEF OPERATOR

Any employee in the classification of Water Plant Operator I (Item 4942), Water Plant Operator II (Item 4943), Water Plant Operator III (Item 4944), who is designated as a Relief Operator shall be paid at the rate of 5 percent over and above his /her regular biweekly or hourly rate of pay for the entire period so assigned.

Adopted: 12/2/94; Amended: 6/20/04; 7/1/07

SECTION 2.5 BOOT ALLOWANCE (Building Trades)

Any employee in the classification of Safety Technician I (Item 4934), Safety Technician II (Item 4935), Electrician (Item 4996), Instrument Technician I (Item 4941), Instrument Technician II (Item 4994), Plant Mechanic (Item 4988), and Plant Maintenance Laborer (Item 4986), Transportation and Supply Coordinator (Item 4985), and Lead Plant Mechanic (Item 4995), and Construction Maintenance Laborer (Item 4983) may be reimbursed up to \$200 per fiscal year for the actual cost of approved safety shoes/boots.

Adopted: 1/1/95; Amended: 6/30/96; 6/28/98; 6/23/02; 7/1/07; 6/28/09; 4/21/10

SECTION 2.7 BOOT ALLOWANCE (Unrepresented)

Any employee in the classification of Senior Engineer/Geologist (Item 4967), Maintenance Manager (Item 4976), and Construction Inspector (Item 4992) may be reimbursed up to \$200 per fiscal year for the actual cost of approved safety shoes/boots.

Adopted: 8/21/13

SECTION 2.8 BOOT ALLOWANCE (ACMEA)

Any employee in the classification of Water Facilities Supervisor (Item 4990), Facilities Maintenance and Construction Supervisor (Item 4998), Operations Manager (Item 4991), and (Item 4970) Principal Engineer/Geologist may be reimbursed up to \$200 per fiscal year for the actual cost of approved safety shoes/boots.

Adopted: 8/21/13

SECTION 2.9 MEAL ALLOWANCE REIMBURSEMENT

Any employee in the classification of Water Plant Operator I (Item 4942), Water Plant Operator II (Item 4943), Water Plant Operator III (Item 4944), or Water Quality Lab Technician, (Item 4949) or Water Quality Chemist, (Item 4950), who is required to work ten (10) hours or more per shift, shall receive a meal reimbursement allowance not to exceed \$20.00 per meal. This reimbursement applies to employees who work: 1) swing to graveyard shift during the normal Sunday through Saturday work schedule and 2) day to swing shift on the weekend and holiday schedule. For reimbursement, employees must submit a proper reimbursement claim form with documentation (receipts). Exclusions: meal allowance reimbursement for disaster and emergency events.

Adopted: 6/30/96; Amended: 6/20/04; 7/1/07

Last Updated: 02/03/2014

SECTION 2.10 GRADE 2 FOOTNOTE

Effective March 25, 2007 to and including August 25, 2007 when a Water Plant Operator II, Code 4943T, is assigned by the General Manager or his/her designee to be the operator at the Zone 7 Ultra Filtration Water Treatment Facility only, he/she shall receive a five (5) per cent differential in addition to their regular salary. When so assigned, the Water Plant Operator II is not designated as the shift operator and is not authorized to make process changes without prior approval of the shift operator (Water Facilities Supervisor). Examples of process changes would include chemical changes that vary from a predetermined set point determined by the Plant Supervisor including parameters that affect pH, residuals, and turbidity. The Water Plant Operator II assigned to this position is also required to report any unusual or exceptional conditions to the designated shift operator (Water Facilities Supervisor).

This agreement is non-precedent setting and applies to the UF Plant only.

This Side Letter shall be grievable.

Adopted: 6/21/07

SECTION 2.11 IN-LIEU TIME OFF

Any person occupying a position under Item 4944 shall be allowed to choose in lieu time off when he/she has earned a minimum of 4 hours for the premium portion under short notice pay conditions. The in-lieu time off must be scheduled with the approval of the supervisor and must be taken within the fiscal year it is earned. If operational needs prevent the employee from taking his/her in lieu time by the end of the fiscal year, the in-lieu time on the books at the end of the fiscal year, shall be paid to the employee.

Adopted: 6/30/96

SECTION 2.13 COMBINATION SHIFTS

Any Operator working a Combination Shift (day/swing; swing/grave; grave/day) as part of their regular work schedule will receive an additional 5% premium over their base rate of pay. This pay will be in addition to any shift differential or any other premium pay condition that will apply.

Adopted: 7/1/07

SECTION 2.14 HEAVY EQUIPMENT OPERATOR

Not to exceed one person occupying a position under Job code 4983 Construction Maintenance Laborer, when assigned by the Maintenance Manager the responsibility to operate one or more types of heavy construction equipment that would require the possession of a Class A Driver's License in the maintenance or repair of facilities and equipment, shall receive an additional 5 percent compensation.

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SECTION 2.14 HEAVY EQUIPMENT OPERATOR (Cont'd)

Any employee occupying a position under Item 4983 Construction Maintenance Laborer, who possess and maintains a valid Class A Driver's License issued by the State of California Department of Motor Vehicles, shall be reimbursed for the actual cost of the license fee paid to the Department of Motor Vehicles. In order to receive reimbursement, employees must submit a proper reimbursement claim form with the appropriate documentation (invoice and receipt of payment) within the calendar year of the license fee.

Any employee occupying a position under Item 4983 Construction Maintenance Laborer, who possess and maintains a valid Class A Driver's License issued by the State of California Department of Motor Vehicles, and is required to take and pass a physical exam shall be reimbursed for the actual cost of the physical exam (including drug testing). In order to receive reimbursement, employees must submit a proper reimbursement claim form with the appropriate documentation (valid Class A license, physical test results, invoice and receipt of payment) within the calendar year of the license fee.

Employee will immediately notify management if they are unable to maintain Class A Driver's License.

Adopted: 3/21/12

SECTION 2.15 BOOT ALLOWANCE
(Local 21)

Any employee in the classification of Junior Engineer/Geologist (Item 4963), Assistant Engineer/Geologist (Item 4964), Associate Civil Engineer/Professional Geologist (Item 4965), and Associate Control Systems Engineer (Item 4966) when assigned duties (by his/her supervisor) that require safety shoes/boots may be reimbursed up to \$200 per fiscal year for the actual cost of approved safety shoes/boots.

Adopted: 1/15/14

SECTION 3.0 TEMPORARY ASSIGNMENT TO HIGHER-LEVEL VACANCY

An employee specifically assigned on a temporary basis to a higher-level position in which there is no appointed incumbent or in which the appointed incumbent is on paid or unpaid leave, shall be compensated at the pay rate for the higher-level position if the service in such position exceeds 10 days in any 12 month period, which payment shall be retroactive to the first day of such services; provided however, that the full range of duties of the higher-level position has been specifically assigned in writing by the Department Head or his/her designee. The rate of pay pursuant to this section shall be calculated as though the employee had been promoted to the higher level position.

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**SECTION 3.0 TEMPORARY ASSIGNMENT TO HIGHER-LEVEL
VACANCY (Cont'd)**

The provisions of this section shall apply to a person employed in an "M" designated position while temporarily assigned to a higher level "M" designated position, provided that the assignment is for a period of at least 60 consecutive work days. The General Manager may waive or reduce the requirement that the employee be assigned to higher level position for a period of at least 60 consecutive workdays, in those instances in which he determines that the requirement is likely to impair efficiency or result in a serious inequity.

Adopted: 7/3/94

SECTION 4.0 ENGINEER TRAINEE

Each person occupying a position under Item 4961 (Water Resources Engineer Trainee, Zone 7) shall receive compensation at the rate specified in Resolution No. 83774 on file in the Office of the Clerk of the Board.

Adopted: 7/3/94

SECTION 4.10 ENGINEERING SECTION

Not to exceed one person occupying a position under Job code 4970M when assigned by the General Manager the responsibility for the quality, quantity and timeliness of planning, design and construction related engineering for all water treatment and distribution facilities shall receive an additional 10 percent compensation.

Adopted: 3/23/08

SECTION 4.11 SECTION MANAGER

Not to exceed five persons occupying a position under Job code 4967M Senior Engineer/Geologist, Zone 7 when assigned by the General Manager the responsibility of a section manager with major program responsibilities related to integrated planning, water resources, flood control, water supply and/or capital projects, when supervising Senior Engineers/Geologists, professional engineers/geologists or water resources planners and support staff shall receive an additional 10 percent compensation.

Adopted: 9/19/12

SECTION 4.20 HUMAN RESOURCES AND SAFETY DEPARTMENTS

Not to exceed one person occupying a position under Job Code 4906M when assigned by the General Manager the responsibility to manage both Human Resources and Safety functions shall receive an additional 10 percent compensation.

Adopted: 6/29/08

SECTION 5.0 STEP DEFINED

A "step" is an increment of approximately 5 percent on the schedules of biweekly compensation set forth in the Salary Ordinance, unless a person is at the top salary set forth for his/her classification in which case a "step" is 5 percent above that salary.

Adopted: 7/3/94

SECTION 6.0 INCENTIVE COMPENSATION **(WATER QUALITY LABORATORY SUPERVISOR)**

Any person occupying a position under Item No. 4952M, Water Quality Laboratory Supervisor, holding a valid Water Quality Analyst Grade IV certification issued by the American Water Works Association (AWWA) - California Nevada Section shall receive an additional 5 per cent incentive compensation. The effective date shall be set at the pay period closest to the actual date of the test. Adjustment will be made upon receipt of 1) copy of the signed Certificate by the Director of the California-Nevada Section, AWWA and the Certificate Administrator and 2) verification of official documentation indicating test date. Otherwise, the effective date shall be set at the 1st pay period of the following month.

Any employee occupying the position under Item No. 4952M who holds a Water Quality Analyst IV certification shall be reimbursed by Zone 7 for actual costs for the renewal of the Water Quality Analyst IV certificate. The maximum renewal fees shall be \$60.00 bi-annually. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certificate).

In order to continue to receive the additional 5 per cent incentive compensation, any person occupying a position under Item No. 4952M holding a valid AWWA Water Quality Analyst Grade IV certificate must complete the following requirement every 2 years; if this requirement is not met, the 5 per cent additional compensation will terminate.

- A. Employee shall earn 3 continuing education credits (CEU) by attending continuing education classes which are job related; or by attending 3 seminars from manufacturers to update instrumentation techniques or methods; or by attending 3 EPA regulation update seminars or 3 courses from AWWA. Employee shall share information with co-workers.
Employee shall submit verification of completion to Human Resources.

Adopted: 6/30/96; Amended: 6/25/00

SECTION 6.1 INCENTIVE COMPENSATION

Any person occupying a position under Item 4990M, Water Facilities Supervisor; 4998M, Facilities Maintenance & Construction Supervisor, holding a valid Grade 5 Treatment (T-5) Certificate issued by the California Department of Health Services shall receive an additional 5 per cent compensation. Any person occupying a position under Item 4990M, Water Facilities Supervisor holding a valid Grade 5 Distribution (D-5) Certificate issued by the California Department of Health shall receive an additional 5 per cent compensation in addition to the 5 per cent for the T-5 Certificate.

In order to continue to receive the additional 5 per cent compensation for the T-5 Certificate, any person occupying a position under Items 4990M and 4998M, and holding a valid T-5 Certificate and any person occupying a position under Item 4990M with a D-5 Certificate must complete the following requirement every 2 years; if this requirement is not met, the incentive compensation will terminate.

A. Employee shall earn 3 continuing education credits (CEU) by attending continuing education classes or 3 seminars which are job related, or 3 AWWA courses. Employees shall share information with co-workers. Employee shall submit verification of completion to Human Resources.

Adopted: 6/23/02; Amended: 2/25/07; 8/21/13

SECTION 6.3 CERTIFICATE RENEWAL
(Maintenance Manager)

Zone 7 shall reimburse employees in the classification of Maintenance Manager (Item 4976), who hold a single certification in Treatment or a dual certification in Treatment and distribution for actual costs of the renewal. In order to receive reimbursement, employee must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certification).

Adopted: 7/20/11

SECTION 6.4 INCENTIVE COMPENSATION
(Facilities Maintenance & Construction Supervisor)

Any person occupying a position under Item 4998M, Facilities Maintenance & Construction Supervisor, holding a valid Grade 2 Distribution (D-2) Certificate issued by the California Department of Public Health shall receive an additional 2 per cent compensation.

In order to continue to receive the additional 2 per cent compensation for the D-2 Certificate, any person occupying a position under Item 4998M, must continue to hold a current D-2 Certificate; if this requirement is not met, the incentive compensation will terminate.

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SECTION 6.4 INCENTIVE COMPENSATION (Cont'd)
(Facilities Maintenance & Construction Supervisor)

Zone 7 shall reimburse employees in the classification of 4998M, Facilities Maintenance & Construction Supervisor, who hold a D-2 Certificate for actual costs of the renewal. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certification).

Adopted: 10/19/11

SECTION 6.5 INCENTIVE COMPENSATION
(Professional in Human Resources Certification)

Employees occupying a position under Item 4904M, Employee Services Specialist, who have received certification as a Professional in Human Resources (PHR) from the Human Resources Certification Institute shall be paid at the rate of five (5) percent over their normal biweekly or hourly rate of pay.

Adopted: 8/21/13

SECTION 7.0 CERTIFICATE PAY
(ASSISTANT GENERAL MANAGER, ZONE 7)

Any person occupying a position under Item 4974M (Assistant General Manager, Zone 7) who possesses a grade V Certificate issued by the State of California Department of Health Services), when so assigned by the General Manager to manage and oversee Operations and Engineering Divisions, shall receive an additional five (5) per cent compensation over their normal biweekly rate of pay.

Adopted: 6/25/00

SECTION 7.1 CALIFORNIA BAR ASSOCIATION MEMBERSHIP

Any person occupying a position under Item #4900 General Counsel shall be reimbursed for the actual cost of the membership fee paid to the California Bar Association. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (invoice and receipt of payment).

Adopted: 12/18/05

SECTION 7.2 PROFESSIONAL ENGINEER LICENSE FEE

Any employee occupying a position under Item 4964 Assistant Engineer / Geologist or Item 4965 Associate Civil Engineer / Professional Geologist, who possess and maintains a valid Certificate of Registration for Civil and Professional Engineers issued by the State of California or a valid Certificate of Registration for Geologists issued by the State of California, shall be reimbursed for the actual cost of the license fee paid to the Board for Professional Engineers and Land Surveyors or the Board for Geology and Geophysicists. In order to receive reimbursement, employees must submit a proper reimbursement claim form with the appropriate documentation (invoice and receipt of payment) within one year from date of renewal of the license fee.

Adopted: 9/17/08; Amended: 6/28/09; Amended: 3/19/14

**SECTION 7.3 OCCUPATIONAL HEALTH AND SAFETY
TECHNOLOGIST CERTIFICATION**

Any employee occupying a position under Item 4934 Safety Technician I or Item 4935 Safety Technician II shall be reimbursed for the actual cost of the certification fees (application fee, examination fee, OHST annual renewal fee) paid to the Council on Certification of Health, Environmental and Safety Technologists. In order to receive reimbursement, employees must submit a proper reimbursement claim form with the appropriate documentation (invoice, receipt of payment and certification).

Adopted: 6/16/10

**SECTION 7.4 PROFESSIONAL ENGINEER LICENSE FEE
(Unrepresented)**

Any employee occupying a position under Item 4974 Assistant General Manager, 4975 Assistant General Manager, Engineering, 4972, Manager of Engineering, or 4967 Senior Engineer/Geologist, who possess and maintains a valid Certificate of Registration for Civil and Professional Engineers issued by the State of California or a valid Certificate of Registration for Geologists issued by the State of California, shall be reimbursed for the actual cost of the license fee paid to the Board for Professional Engineers, Land Surveyors, and Geologists. In order to receive reimbursement, employees must submit a proper reimbursement claim form with the appropriate documentation (invoice and receipt of payment) within one year from date of renewal of the license fee.

Adopted: 7/20/11; Amended: 8/21/13

SECTION 7.5 PROFESSIONAL ENGINEER LICENSE FEE
(Principal Engineer/Geologist)

Any employee occupying a position under Item 4970 Principal Engineer / Geologist, who possess and maintains a valid Certificate of Registration for Civil and Professional Engineers issued by the State of California or a valid Certificate of Registration for Geologists issued by the State of California, shall be reimbursed for the actual cost of the license fee paid to the Board for Professional Engineers and Land Surveyors. In order to receive reimbursement, employees must submit a proper reimbursement claim form with the appropriate documentation (invoice and receipt of payment) within one year from date of renewal of the license fee.

Adopted: 10/19/11; Amended: 8/21/13

**SECTION 7.6 PROFESSIONAL IN HUMAN RESOURCES
CERTIFICATE FEE**

Any employee in the classification of 4904, Employee Services Specialist, who holds a Professional in Human Resources (PHR) certificate issued by the Human Resources Certification Institute (HRCI), shall be reimbursed by Zone 7 for actual costs for the renewal of the PHR certificate. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certificate).

Adopted: 8/21/13

**SECTION 7.7 PROFESSIONAL IN HUMAN RESOURCES
CERTIFICATE FEE**
(Unrepresented)

Any employee in the classification of Human Resources Analyst I (Item 4908M) or Human Resources Analyst II (Item 4909M), who holds a Professional in Human Resources (PHR) certificate issued by the Human Resources Certification Institute (HRCI), shall be reimbursed by Zone 7 for actual costs for the renewal of the PHR certificate. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certificate).

Adopted: 8/21/13

SECTION 7.8 TREATMENT AND DISTRIBUTION CERTIFICATE FEE

Zone 7 shall reimburse employees in the classification of Water Facilities Supervisor (Item 4990), Facilities Maintenance and Construction Supervisor (Item 4998), and Operations Manager (Item 4991), who hold a single certification in Treatment or a dual certification in Treatment and Distribution for the actual costs of the renewal. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment and certification).

Adopted: 8/21/13

SECTION 8.0 EDUCATIONAL STIPEND
(NON – MANAGEMENT EMPLOYEES)

Upon the written approval of the General Manager or his/her designee, Zone 7 will reimburse an employee the cost for the following: job related conference fees, seminar fees, or educational courses fees or tuition, which shall maintain or upgrade the employee's skills on the job. Employees must have 6 months of continuous employment (permanent/not provisional) at the time the course is requested. The employee must be in good standing as defined by overall "meets standards" at last evaluation and no disciplinary action above a written warning. More than one educational option may be approved in any fiscal year, but in no event shall the stipend exceed the \$7,500 maximum per in a fiscal year. Each

employee will be reimbursed up to \$7,500 per fiscal year for courses approved and taken in that fiscal year that meet the reimbursement criteria. Time missed from the normal duty hours for the employee to attend classes/courses will only be allowed if employee uses their leave balances, and if approved by their supervisor.

The employee must obtain written approval from the General Manager or his/her designee prior to taking any of the above educational plans to determine whether the course is job related and/or there are funds available in the budget for training.

The employee must apply for the educational stipend first through their MOU through the County of Alameda. The employee must submit receipts and applicable reimbursement form along with evidence of satisfactory completion to Human Resources. Employees shall share relevant information obtained from these educational plans with their co-workers. Eligibility for reimbursement ceases upon termination of employment with the agency for any reason. Employee will refund all tuition or related reimbursements received during the prior twelve months and 50% of tuition reimbursements made during the prior thirteen to twenty-four months.

<u>Length of time between reimbursement approval and termination of employment</u>	<u>Percentage of tuition reimbursement to be repaid to the Agency</u>
up to 12 months	100%
between 13 months and 24 months	50%
over 24 months	0%

NOTE: The refund and all related reimbursement guidelines do not apply to the following 1) employees who retire from Zone 7 2) employees terminated from the Agency for just cause or gross misconduct and 3) on a case-by-case basis employees leaving Zone 7 employment due to catastrophic illness or emergency (such as Worker's Compensation or disability) as determined by the General Manager.

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SECTION 8.0 EDUCATIONAL STIPEND (Cont'd)
(NON – MANAGEMENT EMPLOYEES)

Employees participating in the Educational Stipend Program shall not use normal duty hours to complete study assignments or research projects, unless the project is work related and approved by the Supervisor and the General Manager prior to commencing the project.

Adopted: 6/25/00; Amended: 7/1/07

SECTION 8.2 EDUCATIONAL STIPEND
(MANAGEMENT EMPLOYEES)

Upon the written approval of the General Manager or his/her designee, Zone 7 will reimburse an employee the cost for the following: job related conference fees, seminar fees, or educational courses fees or tuition, which shall maintain or upgrade the employee's skills on the job. Employees must have 6 months of continuous employment (permanent/not provisional) at the time the course is requested. The employee must be in good standing as defined by overall "meets standards" at last evaluation and no disciplinary action above a written warning.

More than one educational option may be approved in any fiscal year, but in no event shall the stipend exceed the \$7,500 maximum per in a fiscal year. Each employee will be reimbursed up to \$7,500 per fiscal year for courses approved and taken in that fiscal year that meet the reimbursement criteria. Time missed from the normal duty hours for the employee to attend classes/courses will only be allowed if employee uses their leave balances, and if approved by their supervisor.

The employee must obtain written approval from the General Manager or his/her designee prior to taking any of the above educational plans to determine whether the course is job related and/or there are funds available in the budget for training.

The employee must apply for the educational stipend first through their MOU through the County of Alameda. The employee must submit receipts and applicable reimbursement form along with evidence of satisfactory completion to Human Resources. Employees shall share relevant information obtained from these educational plans with their co-workers. Eligibility for reimbursement ceases upon termination of employment with the agency for any reason.

Employee will refund all tuition or related reimbursements received during the prior twelve months and 50% of tuition reimbursements made during the prior thirteen to twenty-four months.

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SECTION 8.2 EDUCATIONAL STIPEND (Cont'd)
(MANAGEMENT EMPLOYEES)

<u>Length of time between reimbursement approval and termination of employment</u>	<u>Percentage of tuition reimbursement to be repaid to the Agency</u>
up to 12 months	100%
between 13 months and 24 months	50%
over 24 months	0%

NOTE: The refund and all related reimbursement guidelines do not apply to the following 1) employees who retire from Zone 7 2) employees terminated from the Agency for just cause or gross misconduct and 3) on a case-by-case basis employees leaving Zone 7 employment due to catastrophic illness or emergency (such as Worker's Compensation or disability) as determined by the General Manager.

Employees participating in the Educational Stipend Program shall not use normal duty hours to complete study assignments or research projects, unless the project is work related and approved by the Supervisor and the General Manager prior to commencing the project.

Adopted: 6/25/00; Amended: 7/1/07

SECTION 8.5 AMERICAN WATER WORKS ASSOCIATION
(AWWA INDIVIDUAL MEMBERSHIP)

Employees occupying position under Item # 4944 Water Plant Operator III, 4950 Water Quality Chemist, 4949, Water Quality Laboratory Technician and 4987, Safety & Emergency Technician shall be granted individual membership to the American Water Works Association. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (receipt of payment).

Adopted: 8/19/01

SECTION 9.1 Cell Phone Reimbursement
(ACMEA Members)

ACMEA Members shall be reimbursed up to \$75.00 per month for personal phones or computer tablets used in the course of company business. Stipend will be used for monthly cost to maintain service agreements for smart phone, voice, and data or all. In order to receive reimbursement, employees must sign an annual usage disclaimer and provide appropriate documentation of use and payment for service on an annual basis. Amount paid will be based on documentation provided.

This benefit is limited to ACMEA Members who are not provided an agency-provided and paid phone.

Adopted: 10/19/11; Amended: 8/21/13

SECTION 9.2 Technology Reimbursement
(ACMEA Members)

ACMEA Members shall be reimbursed up to \$600.00 bi-annually for personal technology devices, such as an iPad or Samsung Galaxy or equivalent computer tablets used in the course of company business. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (invoice and receipt of payment).

Adopted: 10/19/11

SECTION 9.3 Cell Phone Reimbursement
(Unrepresented Classifications)

Unrepresented classifications shall be reimbursed up to \$75.00 per month for personal phones or computer tablets used in the course of company business. Stipend will be used for monthly cost to maintain service agreements for smart phone, voice, and data or all. In order to receive reimbursement, employees must sign an annual usage disclaimer and provide appropriate documentation of use and payment for service on an annual basis. Amount paid will be based on documentation provided.

This benefit is limited to unrepresented employees who are not provided an agency-provided and paid phone.

Adopted: 3/21/12; Amended: 8/21/13

SECTION 9.4 Technology Reimbursement
(Unrepresented Classifications)

Unrepresented classifications shall be reimbursed up to \$600.00 bi-annually for personal technology devices, such as an iPad or Samsung Galaxy or equivalent computer tablets used in the course of company business. In order to receive reimbursement, employees must submit a proper reimbursement claim form with appropriate documentation (invoice and receipt of payment).

Adopted: 3/21/12