



Agenda Date: 6/6/2018

Agenda Placement: 7E

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration

REPORT BY: Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

SUBJECT: Approve Revision to Human Resources Policy Regarding Specialty Pay

RECOMMENDATION

Approve attached revisions to Human Resources Policy #310 on Specialty Pay.

EXECUTIVE SUMMARY

In March 2015, NapaSan negotiated a change in its Specialty Pay policy, as required in a provision of the labor Memoranda of Understanding that were approved by the Board in 2014. The policy provided for additional compensation to employees for various skills and certification that are beyond the scope of the employee's Job Specification.

For "Over Certification Pay," there was an allowance made for certifications not specifically called out in the table, and listed as "As approved by the General Manager." As employees have requested additional pay under this provision, it has become clear that additional criteria and clarification would be beneficial.

Staff recommends that the attached changes be made to the Special Pay policy. In summary, the criteria is as follows:

1. Certification must be related to skills or abilities that provide benefit to NapaSan
2. Certification must be related to work being performed by the employee, or the work of a promotional position for that employee
3. Certification must be competency-based, where the employee must pass a test administered or sponsored by a professional association, demonstrating competency in the skills and abilities
4. Certification must include continuing education requirements to maintain the certification, unless it is a unique but beneficial certification that does not require continuing education (such as an engineering license)

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

SUPPORTING DOCUMENTS

A . Specialty Pay Policy

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker