



Agenda Date: 12/5/2018  
Agenda Placement: 7D

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Cheryl P. Schuh for Timothy Healy - General Manager  
NS-Administration  
**REPORT BY:** Cheryl P. Schuh, Human Resources Officer/Clerk of the Board - 258-6003  
**SUBJECT:** Adopt Resolution Approving and Adopting Revised Pay Schedules for FY 2018/19

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### **RECOMMENDATION**

Adopt Resolution approving and adopting the revised pay schedules for FY 2018/19, effective December 1, 2018.

### **EXECUTIVE SUMMARY**

California Code of Regulations Section 570.5 requires that the District have a publicly available pay schedule. The pay schedule must meet all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, biweekly, monthly, bimonthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate

This regulation applies to all employers reporting compensation to CalPERS. The hourly and monthly pay schedules for FY 2018-19 have been revised to reflect the change to the Collection System Technician classification and are presented to the Board of Directors for approval. These pay schedules are effective December 1, 2018.

**FISCAL IMPACT**

Is there a Fiscal Impact?            No

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

- A . Salary Schedule - Hourly
- B . Salary Schedule - Monthly

Napa Sanitation District: Approve  
Reviewed By: Timothy Healy