

Personnel Committee Meeting



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Radisson, Ontario Airport
2200 E. Holt Boulevard
Ontario, California 91761
(909) 975-5000

Monday
November 13, 2017
12:30 PM

Chairman: E.G. "Jerry" Gladbach, Castaic Water District
Vice-chair: Thomas Cuquet, South Sutter Water District
W.D. "Bill" Knutson, Yuima Municipal Water District
Melody McDonald, San Bernardino Valley Water Conservation District



PERSONNEL COMMITTEE MEETING

AGENDA

Radisson, Ontario Airport
 2200 E. Holt Boulevard
 Ontario, CA 91761
 (909) 975-5000

Monday, November 13, 2017, 12:30 PM

WELCOME

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

EVACUATION PROCEDURES

PUBLIC COMMENT Members of the public will be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chairman know.

INTRODUCTIONS

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>		<u>Page#</u>
Gladbach	* I. Approve the meeting minutes of August 29, 2017.	1
Sells	* II. Review 2018 Goals and Objectives.	4
Sells/Slaven	* III. Discuss staffing status and possible recommendations to the Executive Committee.	5
Sells	* IV. Discuss Retiree Medical Benefit changes and possible recommendation to the Executive Committee.	16
Slaven	* V. Discuss Employee Handbook changes and possible recommendation to the Executive Committee.	17
Sells/Slaven	* VI. Discuss possible future changes in/addition to benefits.	18

Presenter

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Sells/Slaven * VII. Discuss staff activities.

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Gladbach * VIII. Discuss next meeting date in 2018.

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ADJOURN

*Related items enclosed.

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Written materials relating to an item on this Agenda that are distributed to the ACWA JPIA Personnel Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.



Unapproved Minutes

Personnel Committee Meeting

Courtyard by Marriott
Creekside Board Room
301 Creekside Ridge Court
Roseville, CA 95678
(916) 772-3404

August 29, 2017

MEMBERS PRESENT

Chairman: E.G. "Jerry" Gladbach, Castaic Lake Water Agency
Vice-chair: Thomas Cuquet, South Sutter Water District
Melody A. McDonald, San Bernardino Valley Water Conservation District
W.D. "Bill" Knutson, Yuima Municipal Water District

STAFF PRESENT

Chief Executive Officer/Secretary: Walter "Andy" Sells
Patricia Slaven, Director of Administration

OTHERS IN ATTENDANCE

David Drake, Rincon del Diablo Municipal Water District
Brent Hastey, Yuba County Water Agency, ACWA Vice President
David T. Hodgin, Scotts Valley Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District
Kathleen Tieg, Cucamonga Valley Water District

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 10:00 a.m.

PUBLIC COMMENT

As the agenda stated, members of the public would be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. No comments were brought forward.

APPROVAL OF MINUTES

Chairman Gladbach called for approval of the minutes of the July 20, 2017 meeting.

M/S/C (Cuquet/Knutson) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee approve the minutes of the July 20, 2017 meeting, as presented.

STAFFING STATUS AND ACTIVITIES

Ms. Slaven reported on the events and staffing status that have transpired since the last Personnel Committee meeting on July 20, 2017. The report included one employee on maternity leave, the final management training session, and staff webinars. Ms. Slaven also reported on the Regional Human Resource meetings that have taken place in the last month.

NEW PAY SCHEDULE

The CalPERS Office of Audit Services (OAS) requires a Pay Schedule to be pre-approved by the JPIA governing body, which is the Executive Committee, and then posted for the public to view.

Ms. Slaven presented and reviewed the new Pay Schedule where salary ranges were adjusted according to the Consumer Price Index (CPI).

M/S/C (McDonald/Knutson) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommends that the Executive Committee approve the JPIA Pay Schedule, as presented.

CHANGE IN POLICY FOR SEVERAL BENEFITS

Ms. Slaven reported that due to benefits providers making changes to their policies and requirements, JPIA reviews these changes to decide if adjustments will need to be made to current policies and benefits plan options. The changes presented are as follows: 1) Continue to offer medical insurance for the surviving spouse despite of remarriage; 2) Discontinue medical insurance coverage if the surviving spouse obtains medical insurance elsewhere; 3) Allow employees to obtain additional life insurance coverage at own expense; and 4) Allow employees to waive coverage for their dependents age 19 or older should they choose to.

M/S/C (Knutson/Cuquet) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommends that the Executive Committee approve the change in benefits, as presented.

ORGANIZATIONAL PERFORMANCE APPRAISAL (INCLUDING GOALS AND OBJECTIVES)

Ms. Slaven reviewed the appraisal process and the Goals and Objectives presented. The Committee reviewed the appraisal as submitted and expressed concurrence as presented.

M/S/C (Cuquet/McDonald) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommends that the Executive Committee approve the Organizational Performance Appraisal ratings, as presented, and Goals and Objectives for Fiscal Year 2017-2018.

CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL, POSSIBLE SALARY INCREASE RANGE AND POSSIBLE INCENTIVE AWARD RANGE (INCLUDING GOALS AND OBJECTIVES)

Chairman Gladbach facilitated this session of the meeting. Mr. Sells and Ms. Slaven excused themselves from the discussion. The Personnel Committee and members of the Executive Committee discussed the Performance Appraisal of Mr. Andy Sells, the Chief Executive Officer of the JPIA. The Committee concurred with the presented material and high rating for Mr. Sells' performance. A general discussion was held regarding Mr. Sells' contract renewal and salary merit increase.

NEXT MEETING DATE

The next Personnel Committee meeting is scheduled for November 14, 2017.

The Personnel Committee meeting adjourned at 12:08 p.m.

E.G. "Jerry" Gladbach, President

Walter "Andy" Sells, Secretary

ACWA JPIA
2018 Goals and Objectives
November 13, 2017

BACKGROUND

Each year, the Executive Committee decides on goals for the organization. The Personnel Committee has asked to be kept up to date on progress towards the goals.

CURRENT SITUATION

The 2018 organizational goals are as follows:

1. Research and evaluate possibility of creating a Captive Insurance Company.
2. Research and evaluate possibility of creating and conducting Board training.
3. Develop and conduct a Strategic Planning Session for Executive Committee and senior staff early 2018.
4. Expand membership outreach.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Status
November 13, 2017

BACKGROUND

The Personnel Committee must make recommendations to Executive Committee for any staffing changes.

CURRENT SITUATION

With the addition of 25 new members to the Liability and Property programs combined in the last two years, staff has had to deal with an increased amount of property and liability claims. To help meet this demand, the addition of a Claims Assistant (grade 24) for the department is needed. This will be a new position for JPIA.

The current position of Office Assistant has now taken on additional responsibilities that correspond to an Administrative Assistant position. The Office Assistant position will now become an Administrative Assistant I position (grade 18), new to JPIA. This is also a new grade.

A reorganization of the Training Department will take place with the retirement of one staff member and the possible moving of another to the new Claims Assistant position. This will necessitate the remaining Administrative Assistant II taking on additional, higher level responsibilities and therefore, requires the position of Administrative Assistant III (grade 24). A new position to JPIA.

To incorporate these additions, the Pay Schedule posted to the website will have to be updated.

RECOMMENDATIONS

That the Personnel Committee recommend to the Executive Committee the approval of three new positions – Administrative Assistant I, Administrative Assistant III and Claims Assistant, along with the updated Pay Schedule.

ACWA JPIA Staff

Pay Schedule

Revision Date: November 13, 2017

Job Title	Exempt/		Annual Salary Range	
	Non-Exempt	Grade	Minimum	Maximum
Chief Executive Officer	Exempt	78	174,544	261,815
Director of Administration	Exempt	60	111,911	167,867
Director of Insurance Services	Exempt	60	111,911	167,867
Director of Finance	Exempt	60	111,911	167,867
General Counsel	Exempt	60	111,911	167,867
Employee Benefits Manager	Exempt	52	91,851	137,776
Finance Manager	Exempt	52	91,851	137,776
Liability and Property Claims Manager	Exempt	52	91,851	137,776
Risk Management Program Manager	Exempt	52	91,851	137,776
Workers' Compensation Manager	Exempt	52	91,851	137,776
Lead Risk Management Advisor	Exempt	48S	87,425	131,138
Senior Risk Management Advisor South	Exempt	45S	87,425	124,819
Cost Estimator Risk Management Advisor	Exempt	45	77,271	115,906
Senior Risk Management Advisor	Exempt	45	77,271	115,906
IT Solution Developer	Non-Exempt	44	75,386	113,079
Lead Accountant	Non-Exempt	42	71,754	107,631
Lead Benefit Analyst	Non-Exempt	42	71,754	107,631
Senior Claims Examiner	Exempt	40	68,296	102,444
Senior Workers' Compensation Examiner	Exempt	40	68,296	102,444
System/Network Administrator	Non-Exempt	38	65,005	97,508
Training Specialist	Non-Exempt	38	65,005	97,508
Lead Member Services Representative	Non-Exempt	36	61,873	92,810
Programmer	Non-Exempt	36	61,873	92,810
Member Services Representative II	Non-Exempt	32	56,054	84,081
Risk Management Advisor	Non-Exempt	32	56,054	84,081
Executive Assistant	Non-Exempt	30	53,353	80,029
Publications & Web Editor	Non-Exempt	29	52,052	78,077
Benefits System Analyst	Non-Exempt	28	50,782	76,173
Benefits Analyst II	Non-Exempt	28	50,782	76,173
Human Resource Coordinator	Non-Exempt	28	50,782	76,173
Workers' Compensation Examiner	Non-Exempt	26	48,335	72,503
Administrative Assistant III	Non-Exempt	24	46,006	69,009
Benefits Analyst I	Non-Exempt	24	46,006	69,009
Benefits Administrator II	Non-Exempt	24	46,006	69,009
Claims Assistant	Non-Exempt	24	46,006	69,009
Accountant III	Non-Exempt	22	43,789	65,684
Benefits Administrator I	Non-Exempt	22	43,789	65,684
Accountant II	Non-Exempt	20	41,679	62,519
Administrative Assistant II	Non-Exempt	20	41,679	62,519
Administrative Assistant I	Non-Exempt	18	39,671	59,506
Office Assistant II	Non-Exempt	15	36,838	55,258
Receptionist/Office Assistant	Non-Exempt	11	33,374	50,061
Office Assistant	Non-Exempt	9	31,766	47,648
Retired Annuitants			Hourly	Hourly
Special Projects Advisor	Non-Exempt	Ret An	55	80

ACWA JPIA
CLAIMS ASSISTANT

Name:
Grade: 24
Status: Non-Exempt, Full time

Reports to: Claims Manager
Salary Range: \$41,679-\$65,645
Date: November 2017

Definition

Under direction of the Claims Manager provides clerical support and basic adjusting services to assist Liability and Property Claims Department; assists in investigating, evaluating, and disposing of general liability, automobile liability, and first party property claims.

Essential Functions

- Reviews MOC to determine applicable exclusions
- Sets reserves
- Researches immunities
- Inputs new claims in computer
- Researches invoices and other documents
- Prepares/sends various correspondence
- Obtains records and documents from doctor's offices, districts personnel and claimants
- Enters payments in computer
- Processes, matches, and scans all mail, faxes, and emails into computer
- Indexes claims
- Processes approved attorney bills in computer
- Processes Liability Program Small Claim reimbursement payments in computer
- Adjusts minor first party property and liability claims, and pursues subrogation when appropriate
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Establish and maintain effective working relationships with co-workers and all others contacted during the course of work

Other Duties

- Sets up new members in computer
- Assists Claims staff as directed
- Copies files, both paper and electronic
-
- Obtains bills, repair estimates, and other documentation to evaluate damages
- Presents timely claim settlement recommendations for consideration
- Prepares 10-day initial status reports followed by 30-day status reports
- Assigns work to outside vendors and reviews their work
- Responsible for reserve changes and closures in database

- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Establish and maintain effective working relationships with co-workers, committee members, district personnel, attorneys, and others contacted during the course of work
- Other duties as assigned

Typical Physical Activities

- Communicate orally with district members, co-workers, and public in face-to-face one-to-one setting; by telephone; and in group setting (gives instructions and information, and responds to questions)
- Regularly use a telephone for communication
- Use office equipment, such as computer terminals, telephones, copiers, and fax machines
- Hearing and vision within normal ranges with or without correction
- Possess normal color vision
- Ability to work at a desk for an extended period of time
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment
- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment such as computer/word processor, calculator, copier, and fax machine

Job Standards/Specifications

Knowledge of:

- California insurance, tort, and water laws
- JPIA and its relationship with its member agencies
- English grammar and usage
- JPIA safety programs and policies
- Modern office practices and procedures
- Office management principles, operations, and procedures
- Computer keyboards, and word processing, spreadsheet and data base applications
- Computer systems and software applications related to management support and administrative functions, including word processing and spreadsheet software, as appropriate.

Ability to:

- Investigate, analyze, evaluate, and settle minor general liability, automobile, property, and first party claims from beginning to end
- Consult with members and claimants regarding claims
- Direct outside adjusters on cases requiring extensive field investigation, including immunities
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations in investigating and settling claims and other assignments

- Communicate effectively, verbally and in writing
- Practice safe work habits
- Use standard office machines
- Perform a variety of complex and responsible administrative support work
- Effectively represent the JPIA, including its programs and policies, with the public and other agencies

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge, skills, and abilities is qualifying.

License, Certificate, Registration Requirements

Driver License: Possession of a valid California Class C Driver License will be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this job description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

ACWA JPIA
ADMINISTRATIVE ASSISTANT I – TRAINING & ADMIN

Name:
Grade: 18
Status: Non-Exempt

Reports to: Director of Administration
Salary Range: \$39,671-\$59,506
Date: November 2017

Definition/Summary

Under general supervision, provides support to training and administration departments, and other areas, as needed.

Essential Functions

- Enters information into Learning Management System; utilizes system to answer questions instruct districts on procedures
- Performs assignments utilizing computer based programs
- Key operator for Xerox machines
- Manages PDP enrollments; supports and communicates with students regarding requirements; orders and mails plaques and letters
- Works with the host district to finalize details for training classes
- Pulls reports from LMS as needed
- Reviews materials submitted by students for credit on recorded training classes
- Attends Training Conferences as administrative support, staffing registration desk
- Responsible for meeting preparation, set up and clean up, along with planning and purchasing
- Keeps office and kitchen supplies stocked; monitors inventory and makes purchases as needed
- Performs daily surface cleanup of breakroom, servery and meeting rooms
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public

Other Duties

- Prepares correspondence and proof-read/check outgoing communication as requested
- Performs filing and recordkeeping – paper and electronic
- Assists with JPIA conference meeting packets and registration as needed
- Assists with projects
- Assists with mail and shipping as needed
- Prepares meeting packets
- Coordinates recycling of paper
- Updates lobby powerpoint daily
- Prepare and mail annual Low Loss Ratio Awards
- Maintain the Safety Data Sheets (SDS) binder

- Provides backup for other Training Admins and Receptionist
- Coordinate and field questions regarding access to recorded webinars and testing
- Other duties as assigned

Job Standards/Specifications

Knowledge of:

- Operations, procedures, policies, and precedents of Training and Administration Departments;
- Modern office practices and procedures;
- Development and maintenance of filing and recordkeeping systems;
- Computer systems and software applications related to management support and administrative functions, including word processing and spreadsheet software, scanning and electronic filing, as appropriate;
- Correct English usage, spelling, grammar, and punctuation;
- JPIA and its relationship to its member agencies;
- Principles of work coordination;
- Safe work practices.

Ability to:

- Perform a variety of complex and responsible administrative support work;
- Provide work coordination with other office support staff;
- Type at a rate of 50 words per minute from clear, legible copy;
- Prepare a variety of correspondence;
- Travel 3-4 times per year as needed;
- Perform research and prepare documents and reports;
- Utilize computers and applicable software in the performance of office and administrative support assignments;
- Follow verbal and written directions;
- Make basic arithmetical calculations;
- Use standard office machines;
- Talk to and interview others to obtain or exchange information;
- Prepare and organize a variety of information;
- Prioritize multiple tasks;
- Effectively represent the JPIA, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Ability to work at a desk for an extended time period
- Insert and retrieve documents from a manual filing cabinet
- Lift and move objects up 25 pounds such as large binders, books, small office equipment and supplies

- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment such as telephones, intercoms, fax machines, copiers, postage metering machine, typewriters and computer workstations.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.
- Use a telephone for communication.
- Sit for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

- Experience - Three years of increasingly responsible experience in performing a variety of office and administrative support work.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ACWA JPIA
ADMINISTRATIVE ASSISTANT III – TRAINING

Name:
Grade: 24
Status: Non Exempt

Reports to: Director of Administration
Salary Range: \$46,006-\$69,009
Date: November 2017

Definition/Summary

Under general supervision, provides support to training department and other areas as needed, acts as primary contact to districts and coordinates workflow in training department.

Essential Functions

- As primary contact, responds to member's training needs conveyed by phone, email, paper mail and in-person
- Enters information into Learning Management System; utilizes system to answer questions instruct districts on procedure.
- Corresponds with LMS vendor to solve software problems or questions and suggest enhancements
- Oversees activities and training of training department administrative assistants
- Assists with training webinars and WebEx meeting attendees; extracts WebEx attendance information for use in various reports and LMS
- Processes service requests
- Processes instructor request information for preparation of training classes
- Manages Lending Library to include purchases, updating catalog, JPIA Premier publication and related duties
- Completes and sends facility confirmation form and host guidelines to host district
- Pulls reports in LMS as needed
- Distributes webinar blasts and the RCB
- Facilitates Training Conferences by: Entering class information, registering students, creating and mailing confirmation letters, creating badges for students and instructors, attendees list, evaluation form, request for certificate form, labels for information packets, and signs for classrooms
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public

Other Duties

- Prepare correspondence and proof-read/check outgoing communication as requested
- Perform filing and recordkeeping – paper and electronic
- Assist with JPIA conference meeting packets and registration as needed
- Assist Training manager with projects
- Provide backup for other Training Admins, Receptionist, and Office Assistant

- Create and post sign for classes held at the JPIA
- Other duties as assigned

Job Standards/Specifications

Knowledge of:

- Operations, procedures, policies, and precedents of Training Department.
- Modern office practices and procedures
- Development and maintenance of filing and recordkeeping systems.
- Computer systems and software applications related to management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Correct English usage, spelling, grammar, and punctuation.
- JPIA and its relationship to its member agencies.
- Principles of work coordination.
- Safe work practices.

Ability to:

- Utilize computers and applicable software in the performance of office and administrative support assignments.
- Type at a rate of 50 words per minute from clear, legible copy.
- Provide work coordination with other office support staff.
- Perform a variety of complex and responsible administrative support work
- Follow verbal and written directions.
- Make basic arithmetical calculations.
- Use standard office machines.
- Talk to and interview others to obtain or exchange information.
- Prepare and organize a variety of information.
- Prioritize multiple tasks.
- Prepare a variety of correspondence.
- Perform research and prepare documents and reports.
- Effectively represent the JPIA, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Ability to work at a desk for an extended time period
- Insert and retrieve documents from a manual filing cabinet
- Lift and move objects up 25 pounds such as large binders, books, small office equipment and supplies
- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment such as telephones, intercoms, fax machines, copiers, postage metering machine, typewriters and computer workstations.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.

- Use a telephone for communication.
- Sit for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

- Experience - Three years of increasingly responsible experience in performing a variety of office and administrative support work.

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I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

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ACWA JPIA
Retiree Medical Benefit Changes
November 13, 2017

BACKGROUND

The JPIA currently absorbs 100% of the cost of retiree and retiree dependent health care if the dependent's age plus years of service equals 75 or more. The percentage decreases on a sliding scale to 50% with age plus service equaling 65.

CURRENT SITUATION

Retiree medical benefits are one of the greatest increasing line items for organizations. Committing to absorbing 100% of all costs for most employees will, over time, create a greater and greater liability for the JPIA. Many members in the JPIA pool offer no or very little contribution towards retiree medical.

RECOMMENDATIONS

That the Personnel Committee recommend to the Executive Committee that JPIA no longer provide retiree medical coverage for all those hired on or after January 1, 2018.

ACWA JPIA
Employee Handbook Changes
November 13, 2017

BACKGROUND

The JPIA updates its Employee Handbook regularly and presents changes to the Personnel Committee for recommendation to the Executive Committee as necessary.

CURRENT SITUATION

Although the Employee Handbook was updated in July 2017, several additional changes are necessary. A “red-lined” version will be handed out at the meeting. Highlights include:

- Change to VSP for vision insurance
- Dress policy
- Retiree medical benefits change
- Cosmetic changes such as removing capitalization and specific names.

RECOMMENDATIONS

That the Personnel Committee discuss the changes and make a recommendation to the Executive Committee for approval.

ACWA JPIA
Possible Future Changes In/Addition to Benefits
November 13, 2017

BACKGROUND

The Personnel Committee has asked to allow time during the meetings to discuss future ideas and trends.

CURRENT SITUATION

Offering innovative and critical benefits can impact the retention and attraction of staff. Those entering the workforce are looking for different benefits than some that have been traditionally offered. In order to remain competitive and continue to offer our existing employees options, there are several items being researched for possible further action.

1. 125 Plan where employees can save money pre-tax to use for any medical related, child or elder care, and more.
2. Vacation buy back – public employees have generous vacation accruals and therefore, many approach their maximum amount to accrue after years of service. This option would allow staff to ‘cash-in’ 40 hours of vacation; take the money in lieu of the time off. Though the JPIA does not wish to incentivize staff not to take vacation time – it is an important time for renewal, rest and relaxation – this would be a nice option. The policy could be set up to require that the annual accrual time actually be taken off and then the additional week could be taken as cash.
3. Telecommute options – allow staff to work from home if job type and responsibilities are conducive to such an arrangement.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Status and Activities
November 13, 2017

BACKGROUND

The Personnel Committee has asked to be kept up-to-date on the staffing status and activities.

CURRENT SITUATION

Staff and staffing activities since the last Committee meeting on August 29, 2017:

- Jocelyn Clark is on maternity leave and is expected to be back November 13. Heidi Sander and Suzanne Wallace are helping cover in her absence. A temp was brought in when Suzanne was needed for Property billings.
- Staff Performance Appraisals were held in the month of September.
- Staff received their merit increases and incentive awards on October 1st.
- In order to encourage staff to utilize all the resources available through our EAP, a scavenger hunt was created. If all questions answered correctly, staff was entered into a drawing for a \$20 gift card.
- The Social Committee sponsored an Un-birthday party event. Games were played, cupcakes were served, gifts opened and fun was had by all.
- The JPIA Open Enrollment period ran from October 11 to November 3. This is the only time that staff and retirees are allowed to switch benefit plans.
- On October 16, JPIA offered a webinar on cyber-security for water agencies, instructed by Kevin Morley, Manager of Federal Relations for AWWA. There were over 60 attendees on line and additional staff have viewed the recording.
- JPIA hosted the northern California HR group in October. Attendees learned about ACWA's NexGen initiative with a presentation by Tiffany Giammona, along with a session from MHN on Managing Stress for Yourself and Your Staff. Thirty persons attended and 15 plugged in via the web.
- Leadership Essentials Program graduated 23 and started two new cohorts of 15 each.
- JPIA recognized Breast Cancer Awareness month with the wearing of pink on one day with a raffle for those that participated; staff could pay \$5 per day to wear jeans which raised over \$700 for American Cancer Society; staff could complete a cancer awareness quiz and receive an Amazon gift card.
- The following webinars were offered to staff:
 - 9/13/17 Organizing and Managing Data in MS Excel
 - 9/26/17 Designing Brochures, Newsletters, Reports and More
 - 10/11/2017 Inspired Design Basic for Non Graphic Designers
 - 10/23/17 Persuasive Communication: Building Trust and Influence

RECOMMENDATIONS

None, informational only.



JPIA MEETING & CONFERENCE CALENDAR – 2018

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS					RISK MGMT
					Emp. Benefits	Liability	Property	Work Comp		
JAN 18			11:00 AM ONTARIO							
JAN 30		1:00 PM				10:00 AM				
MAR 19				1:00 PM						3:00 PM
MAR 20		8:30 AM								
APR 4					10:00 AM					
MAY 7	1:30 PM	11:00 AM				9:45 AM		8:30 AM		
MAY 8	ACWA CONFERENCE MAY 8 TO 11 – SACRAMENTO									
JUN 7			11:00 AM ONTARIO							
JUL 9		1:00 PM			9:00 AM					
CAJPA CONFERENCE SEPTEMBER 12 TO 14 – SOUTH LAKE TAHOE CA										
SEP 17				1:00 PM		3:00 PM				
SEP 18		8:30 AM								
NOV 26	1:30 PM	10:30 AM								
NOV 27	ACWA CONFERENCE NOVEMBER 27 TO NOVEMBER 30 – SAN DIEGO									

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JPIA Closed	1/15	19			28		4		3		12/22/23	24/25
MGR MEETINGS	8	5	5	2	14	4	2	6	10	1	5	10
STAFF Q&A	10	14	14	11	17	13	11	8		10	14	13
RM @ JPIA												

Two-party: \$8,000 Two-party: \$10,4800
Family: \$8,000 Family: \$10,4800

Calculating the “Balance“

To allow eligible participants to contribute to the HSA without reducing JPIA contributions, the “balance“ used to determine the JPIA's contribution will not be the actual balance in the HSA, but will be calculated this way:

2016 “balance“: 2015 Employer contribution minus 2015 withdrawals
2017 “balance“: 2016 “balance“ plus 2016 employer contribution minus
2016 withdrawals
and so on...

When “balance“ nears twice the maximum-out-of-pocket, prorating will apply. JPIA's contribution will be *between* the full contribution and half of the deductible.

In the third year enrolled in the Kaiser CDHP or the fourth year enrolled in the Anthem CDHP, it is possible that the HSA “balance“ could reach twice the maximum out of pocket. That is the point at which the employer HSA contribution is reduced. Therefore, from those years forward (and for every year since enrollment for calculation purposes) eligible participants will need to provide documentation showing total distributions from the HSA. In early January, JPIA will deposit half of the annual deductible into the eligible participant’s HSA.

IRS Form 1099-SA or the HSA Year End Statement must be submitted to the Finance department by the second week of February at the latest, to document annual distributions from the HSA. The balance of the employer contribution, if any, will be deposited in the eligible participant’s HSA by the third week of February.

Recipients must be eligible to contribute to an HSA, in order to receive the employer contribution. Due to IRS restrictions, those enrolled in Medicare may not contribute to an HSA. See IRS Publication 969 for detailed information about Health Savings Accounts.

Participants have the option to switch medical plans each year during Open Enrollment.

JPIA contributions to HSAs shall not exceed the difference in annual cost between the traditional Kaiser HMO or Classic PPO plans and the corresponding CDHP. The Executive Committee reserves the right to review, revise and alter the JPIA’s contribution to HSAs, depending on the cost of the program and the fiscal condition of the JPIA.

- f. Providers: As provided by the JPIA.
- g. Benefits Provided: See information provided for details.

2. Retiree Health Benefits

a. Eligibility for Participation

Employees hired after January 1, 2018 will not be eligible to participate in the JPIA's Retiree Health Benefit Plan (RHBP).

All regular full-time employees hired before January 1, 2018 are eligible for participation in the JPIA's Retiree Health Benefit Plan (RHBP). Regular full-time eligible employees will require a minimum age of 55 years and a minimum ten years of employment upon retirement of active employment with the JPIA. Regular full-time eligible employees working less than 40 hours per week and more than 30 hours per week will be eligible when they have reached a minimum age of 55 years and a minimum of 20,800 hours of service (2,080 hours = 1 year of service). Changes in employment status will be pro-rated accordingly. The following schedule should be followed:

Age + Years of Service	=	JPIA's Percentage of Premium Payment
65	=	50%
66	=	55%
67	=	60%
68	=	65%
69	=	70%
70	=	75%
71	=	80%
72	=	85%
73	=	90%
74	=	95%
75+	=	100%

For example, the combination of age (minimum 55) plus years of service with the JPIA (minimum 10) equals 65 points, which would make the employee eligible for 50% of his/her benefits to be paid for by the JPIA upon retirement from the JPIA. Points will be added in increments of five percent for each additional year of service with the JPIA until the combination of age and of JPIA service reaches 75 points (maximum number), at which time the employee would be eligible for 100 percent of his/her benefits being paid for by the JPIA upon normal retirement from the JPIA.

b. Participation in the Retiree Health Benefit Plan (RHBP)

Eligible retirees may participate in the RHBP, as well as eligible dependents, as defined in Section B above, and in accordance with current law. It is the retiree's responsibility to notify the JPIA in writing of any changes.

Spouse/~~Domestic Partner~~ Domestic Partner

An eligible and enrolled spouse/~~d~~Domestic ~~p~~Partner of an eligible employee may enroll in the RHBP, with premiums being paid according to the eligible employee's status on the matrix provided, regardless of the dependent's age.

- e. Provider: As provided by the JPIA.
- f. Benefits Provided: See information provided for details.
- g. Where To File Claims: As provided by the carrier or see the Director of Administration.

4. Vision Plan

~~The JPIA offers VSP to cover many expenses related to vision needs.'s Vision Care Plan is designed to aid you in the purchase of a broad range of necessary vision care services and treatments. For the plan to work successfully, it is important that costs be kept reasonable. The costs are governed by the claims that employees submit.~~

~~When arranging vision care, discuss the charges with the eye care provider. Be sure you are satisfied that the charges are no more than you would pay if you did not have the vision plan and not more than is generally charged in your area for similar services. Also, be sure only necessary services are ordered.~~

- a. Persons Eligible: Regular full-time employees and their eligible dependents.
- b. Waiting Period: First day of the month following one month of continuous employment.
- c. Employee Contribution: None.
- d. Employer Contribution: Total cost for employee and eligible dependents.
- e. Benefits Provided:

~~VSP provides access to care from great eye doctors, quality eyewear, and affordability, all at the lowest out-of-pocket costs to the employee. See the VSP Benefits Summary for details. You and your dependents will each be entitled to \$500 every two years in necessary vision care services and treatments as prescribed by an eye care provider. The "two year window" begins when you submit your first claim or would go back to the date you submitted your last claim (providing that was within the past two years) and "roll" for a two-year period. This includes all vision exams, prescription lenses, frames, contacts, and other services. It will be your responsibility to keep track of these expenses.~~

~~It is expected, however, that you will first purchase any vision/eye care products needed to perform your job duties (i.e., computer use, safety glasses, etc.). Other needs, such as an extra pair of prescription glasses/sunglasses, special products, should be secondary when considering the \$500 benefit described above.~~

- ~~f. Where To File Claims: Request a copy of your vision care summary from Finance; fill out a "Check Request Form", attach all original receipts and your vision care summary, sign it and give it to your manager for approval. Your manager should forward the approved~~

~~request to the CEO for approval; he will direct it to Finance. Finance keeps a running log of your expenditures to date.~~

5. Life

- a. Persons Eligible: Regular full-time employees (must be actively employed) and their eligible dependents.
- b. Waiting Period: First day of the month following one month of continuous employment.
- c. Employee Contribution: None. Supplemental coverage, including dependent, is optional and at your own expense.
- d. Employer Contribution: Total cost for employee and eligible dependents.
- e. Provider: As provided by the JPIA.
- f. Benefits Provided: Two times annual regular gross earnings to a maximum of \$300,000 payable to your designated beneficiary(s). Employees who have additional supplemental coverage are bound to the same maximum as the base coverage. For disability and dismemberment insurance limits, please see the policy.
- g. Where To File Claims: As provided by carrier or see the Director of Administration.

6. Short Term Disability

- a. Persons Eligible: Regular full-time employees.
- b. Waiting Period: First of the month following date of employment.
- c. Employee Contribution: None.
- d. Employer Contribution: Total cost for employee.
- e. Provider: As provided by the JPIA.
- f. Benefits Provided: Short term disability insurance provides you with income protection if you become temporarily totally disabled from a covered sickness, accident, or pregnancy. The waiting period is 14 days from disability (accumulative sick time may be used during this time). The maximum benefit period is 11 weeks. Check policy for detailed information. Note these benefits are taxable. Any overpayment of benefits will require reimbursement.

See long term disability for continued coverage.

- g. Where to File Forms: As provided by the carrier or see the Director of Administration.
- h. Note: The JPIA does not pay into SDI and provides employees with a superior disability plan

Section VIII — Around The Office

A. Dress & Grooming Standards

JPIA employees contribute to the organization culture and reputation by the way they present themselves. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of members and vendors.

1. Procedures

JPIA department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time off. Reasonable accommodations will be made where required.

2. ~~Basic~~ General guidelines for appropriate ~~business~~ workplace attire

Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition, not torn, ripped or frayed. Basic guidelines for appropriate workplace dress do not include tight or short pants (unless walking-length), tank tops, halter tops, low-cut blouses or sweaters, mini-skirts, sheer clothing, visible undergarments, athletic clothing, or hats.

Although it is impossible and undesirable to establish an absolute dress and appearance code, the JPIA will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions. An employee unsure of what is appropriate should check with his or her manager or the Director of Administration before wearing the item.

If a supervisor or manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy.

a. ~~Basic~~ guidelines for ~~appropriate~~ business casual attire

Business casual dress ~~will be permitted on Fridays~~ is the standard dress code, except during specified and announced periods when casual ~~days~~ attire will be suspended. Employees who must leave work to change clothes for business reasons will use personal time or vacation time to do so. ~~When meeting members, vendors, etc., on Fridays, business dress attire guidelines must be observed, unless the client has specifically requested otherwise.~~

~~Business casual for Fridays is defined as follows:~~

Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts. Examples of inappropriate

shirts include shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops.

Pants: Casual slacks and trousers, jeans without holes, frays, etc., and capri pants. Examples of inappropriate pants include short shorts (walking-length shorts are permissible) and pants worn below the waist or hip line.

Footwear: Casual slip-on or tie shoes, dress sandals and athletic shoes. Examples of inappropriate footwear include floppy sandals and construction or hunting boots.

When meeting members, vendors, etc., no jeans, shorts or athletic shoes will be worn.

b. Basic guidelines for appropriate professional ~~dress~~attire

Professional clothing should be worn on days when professional contact is expected, including committee meeting days; this includes ties, dress shirts, dress slacks, skirts and blouses.

B. Telephone Calls

The JPIA understands that you may need to speak with your family or tend to non-business activities at times, but requests cooperation in keeping personal calls to reasonable levels. Please note, all phone calls should be considered public information and subject to surveillance. Any confidential calls should be conducted elsewhere. All communication can be disclosed to law enforcement or other third parties without prior consent of the sender and/or receiver.

If you travel on a regular basis, you will be issued a cellular phone.

C. Electronic Communications Policy

The JPIA uses various forms of electronic communications including, but not limited to, communications via computers, email, telephones, mobile phones, smart phones, text messaging, internet, PDAs, etc. All electronic communications are official JPIA records and are the property of the JPIA. The JPIA reserves the right to access and disclose all messages sent through its system for any purpose.

Messages transmitted over the electronic communications system should be limited to JPIA business activities, for the accomplishment of business related tasks, or communications directly related to JPIA business, administration, or practices. The following general policies apply:

The following general policies apply:

- Computers and all data transmitted through JPIA servers are JPIA property owned by the JPIA for the purpose of conducting JPIA business. These items must be maintained according to JPIA rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and