



**Policy Number: 4070**

**Policy Title: Employee Compensation**

1. The Board shall review the compensation schedule of the District annually and approve the compensation ranges for all employee positions in an updated compensation schedule that will be included in the annual budget document. It is the goal of the Board to set compensation ranges for employees that will recruit and retain qualified staff.
  - 1.1. All applicable federal, state and local laws and regulations shall be followed in the compensation of all District employees.
  - 1.2. Salaries shall be competitive, based upon duties and experience, with those of similar agencies regionally.
  - 1.3. Guidelines for determining competitive salary ranges for current employment positions shall be industry specific and based on the following:
    - 1.3.1. A salary survey completed by an outside consultant that is updated once every five years at a minimum.
      - 1.3.1.1. The salary survey will compare total compensation.
      - 1.3.1.2. The agencies to be included in the salary survey are: Amador Water Agency, Carmichael Water District, Citrus Heights Water District, City of Folsom, City of Roseville, City of West Sacramento, El Dorado Irrigation District, Elk Grove Water Service, Rancho Murieta CSD, Sacramento Suburban Water District and San Juan Water District.
      - 1.3.1.3. The maximum of the salary range for each position shall be calculated as follows: to make the total compensation for each position equal to the survey total compensation median plus 5%, or as determined by the Board.
      - 1.3.1.4. The minimum of the salary range for each position shall be set at 35% below the maximum of the salary range.
- 1.4. Compensation at Hiring
  - 1.4.1. Generally, all newly appointed employees shall be paid within 10% of the minimum salary for the position to which the employee is appointed; alternate placement in the

salary range shall be at the discretion of the General Manager based on education and prior work experience.

1.5. Compensation for Existing Employees

1.5.1. Employee advancement in the salary range shall be based on positive annual performance, meeting job specifications and demonstrated support of the District's mission.

1.5.1.1. The General Manager shall authorize advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation document to be placed in the employee's Human Resources file, with a copy provided to the employee.

1.6. The collective total salary increases of all employees shall be in conformance with the approved budget.

1.7. No employee of the District shall be paid a base salary above the Board approved maximum salary for the position.

1.8. If an employee's salary is at the maximum established by this policy, the salary may not be increased; but given normal District financial operating conditions and acceptable annual performance, the employee will receive a one-time lump sum payment of up to 2% of annual pay as merit adjustment.

1.8.1.1. After fifteen years of service at the FOWD, the available one-time lump sum payment will become up to 3% of annual pay as merit adjustment.

1.8.1.2. After twenty years of service at the FOWD, the available one-time lump sum payment will become up to 4% of annual pay as merit adjustment.

1.8.1.3. After twenty-five years of service at the FOWD, the available one-time lump sum payment will become up to 5% of annual pay as merit adjustment.

1.9. The salary of the General Manager shall be set by the Board.

2. In addition to salaried compensation provided to employees, other compensation may include but not be limited to the following:

2.1. On-call / Standby pay as outlined in the Employee Handbook may be included in compensation received by employees.