

**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 1.3 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 or 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 4949 holding a valid Water Quality Analyst Grade II or III certificate shall be reimbursed by Zone 7 for actual costs for the renewal of the 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 or 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; Amended: 1/20/21

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

Definition of Short-Notice Coverage of a Shift: When a Water Plant Operator I, Zone 7 (Job Code # 4942); Water Plant Operator II, Zone 7 (Job Code #4943); Water Plant Operator III, Zone 7 (Job Code #4944); Water Quality Lab Technician, Zone 7 (Job Code #4949); or Water Quality Chemist, Zone 7 (Job Code #4950) is required to cover a shift or portion of a shift that starts sooner than their next regularly scheduled shift, and that shift or portion of a shift starts less than twelve (12) hours from notification, the employee shall be compensated as detailed below in Compensation.

Short-Notice Pay: Pay that covers only situations not already covered by Call-Back Pay (Section 2.0). Short-Notice Pay cannot be compounded onto other premium pay conditions.

Compensation: Employees required to provide short-notice shift coverage shall be compensated at fifty percent (50%) of their regular biweekly rate of pay as Short-Notice Pay for the complete short-notice coverage of the shift or a portion of the short-notice coverage shift worked.

Relationship to Regular Pay: Short-Notice Pay is not part of an employee's regular pay or hourly rate of pay and is not used as a basis for computing overtime pay, shift pay, Relief Operator pay (Section 2.4), or Combination Shifts pay (Section 2.13).

Relationship to Overtime: Short-notice shift coverage may be performed as overtime work, when the short-notice shift coverage is in excess of the forty (40) hour work week (Overtime as defined in the Memorandum of Understanding between SEIU Local 1021 and the County of Alameda, Section 7). When short-notice shift coverage is performed as overtime work, in addition to overtime earnings, the short-notice shift coverage hours worked shall be paid at fifty percent (50%) of the regular biweekly rate of pay and it shall not be compounded onto the premium overtime pay rate, and/or compensatory time off earned.

Adopted: 7/3/94; Amended: 12/24/00; 6/20/04; 7/1/07; 12/27/20; 11/1/23

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 (SEIU)

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 \$400 per fiscal year for the actual cost of approved safety shoes/boots, inserts /orthotics.

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) Junior Water Resources Planner (Item 4945),

Assistant Water Resources Planner (Item 4946), Associate Water Resources Planner (Item 4947), or Sr. Water Resources Planner (Item 4968) when assigned duties (by his/her supervisor) that require safety shoes/boots shall be reimbursed up to \$400 per fiscal year for the actual cost of approved safety shoes/boots, inserts/orthotics.

Adopted: 7/3/94; Amended: 6/30/96; 6/28/98; 6/23/02; 6/20/04; 4/19/17; 6/19/19; 6/26/22

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), Plant Maintenance Laborer (Item 4986), Transportation and Supply Coordinator (Item 4985), Lead Plant Mechanic (Item 4995), Construction Maintenance Laborer (Item 4983), and Maintenance Coordinator (Item 4955) may be reimbursed up to \$400 per fiscal year for the actual cost of approved safety shoes/boots and insoles.

Adopted: 1/1/95; Amended: 6/30/96; 6/28/98; 6/23/02; 7/1/07; 6/28/09; 4/21/10; 8/17/16; 6/19/19; 6/26/22

SECTION 2.7 BOOT ALLOWANCE (Unrepresented)

Any employee in the classification of Maintenance Manager (Item 4976), Construction Inspector (Item 4992), and Production Manager (Item 4997) may be reimbursed up to \$400 per fiscal year for the actual cost of approved safety shoes/boots.

Adopted: 8/21/13; Amended 6/19/19; Amended 2/19/23

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), Senior Engineer/Geologist (Item 4967) and (Item 4970) Principal Engineer/Geologist may be reimbursed up to \$400 per fiscal year for the actual cost of approved safety shoes/boots.

Adopted: 8/21/13; Amended: 6/19/19; Amended 2/19/23

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

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 2.15 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 \$400 per fiscal year for the actual cost of approved safety shoes/boots.

Adopted: 1/15/14; Amended 2/19/23

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.

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 workdays. 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 4.14 TREASURER

Not to exceed one person occupying the position under Job Code 4903M Assistant General Manager Finance, Zone 7, when appointed by the Zone 7 Board of Directors as the Zone 7 Treasurer, shall receive an additional 10 percent compensation.

Adopted: 3/15/17

SECTION 4.15 LEAD WATER FACILITIES SUPERVISOR (ACMEA)

Not to exceed one (1) person occupying a position under Job code 4990 Water Facilities Supervisor, Zone 7, when assigned by the General Manager, the responsibility to function in a lead capacity to other employees in the same job code in the Operations section, and serve as primary support to the Production Manager, shall receive an additional five (5) percent compensation.

Adopted: 07/21/21

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.

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 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 4963 Junior Engineer/Geologist, 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. Any employee occupying a position under Item 4966 Associate Control Systems Engineer who possesses and maintains a valid Certificate of Registration as a Professional Control Systems Engineer or Professional Electrical Engineer 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: 9/17/08; Amended: 6/28/09; Amended: 3/19/14; Amended 9/20/17

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

Any employee occupying a position under Item 4974 Assistant General Manager, 4975 Assistant General Manager, Engineering, 4972 Manager of Engineering, 4980 Manager of Integrated Water Resources, 4967 Senior Engineer/Geologist, or 4948 Groundwater Resources Manager, who possesses 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 any 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, 6/15/16; 6/26/22

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, Human Resources Technician, 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; Amended 6/26/22

SECTION 7.7 PROFESSIONAL IN HUMAN RESOURCES CERTIFICATE FEE (Unrepresented)

Any employee in the classification of 4909, Human Resources Analyst, 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; Amended 6/26/22

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.

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.

<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 (ACMEA Members)

The Agency recognizes certain positions require a cell or smartphone in order to fulfill job responsibilities. For example, certain positions require performance of work away from the office on a regular basis where availability of conventional telephones is limited and where the General Manager has determined the employee needs to be in contact with the office or key agency personnel at all times.

At the discretion of the Agency, ACMEA-represented employees that meet these criteria will be assigned an Agency-owned cell or smartphone.

Adopted: 10/19/11; Amended: 8/21/13, 6/15/16

SECTION 9.2 TECHNOLOGY REIMBURSEMENT (ACMEA)

ACMEA Members shall be reimbursed up to \$600.00 biennially for a personal technology device used in the course of company business. Members are eligible for reimbursement only once during the two-year eligibility period, and the date of purchase must fall no sooner than two years from the date of last purchase. 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; Amended: 9/17/14

SECTION 9.3 CELL PHONE (Unrepresented)

The Agency recognizes certain positions require a cell or smartphone in order to fulfill job responsibilities. For example, certain positions require performance of work away from the office on a regular basis where availability of conventional telephones is limited and where the General Manager has determined that the employee needs to be in contact with the office or key agency personnel at all times.

At the discretion of the Agency, unrepresented employees that meet these criteria will be assigned an Agency-owned cell or smartphone.

Adopted: 3/21/12; Amended: 8/21/13, 6/15/16

SECTION 9.4 TECHNOLOGY REIMBURSEMENT (Unrepresented)

Unrepresented classifications shall be reimbursed up to \$600.00 biennially for a personal technology device used in the course of company business. Members are eligible for reimbursement only once during the two-year eligibility period, and the date of purchase must fall no sooner than two years from the date of last purchase. 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; Amended: 9/17/14