



## *Memo*

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To: Board of Directors  
From: Karl B. Drew  
Date: July 14, 2016  
Subject: Review Implementation of Longevity Pay Scale

The Board of Directors approved adjustments to employee benefits and pay schedule at the July 21, 2015 Board meeting. Part of the adjustment was to add 4 longevity pay steps to the schedule. The longevity steps are scheduled to go into effect July 31, 2016. Attached for your information is a worksheet that lists the District employees, their years of service as of July 31, 2016 and the implementation of the longevity steps. Six employees are scheduled to receive a longevity step increase ranging from 2.5% and 10%. A seventh employee will receive a longevity step increase in October 2016.

July 31, 2016 falls on a Sunday. The District as a practice has initiated pay increases at the beginning of new pay periods. The pay period that begins closest to July 31, 2016, begins at noon on Friday, July 29, 2016. We would like to begin the pay increases as of that date as 9.5 of the 10 regular work days for that pay period are after July 31, 2016. With the Board's understanding, we will implement the longevity increases effective July 29, 2016.

On the attached worksheet you will notice that the General Manager is not scheduled to receive the longevity increase as he is hired directly by the Board and his pay is set by the Board. I would like to ask the Board to consider including the General Manager in the longevity pay in recognition of his 29.5 years of service with the District. The General Manager's current pay is \$153,836 annually.

Also attached for the Board's information is the pay schedule adopted July 21, 2015 and adjusted for the 1.8% COLA.

Crestline Village Water District

Longevity Pay

07/14/16

<u>Employee</u>	<u>Hire Date</u>	<u>Years of Service @ 07/31/16</u>	<u>Longevity Step @ 07/31/16</u>	<u>Scheduled Pay Increase</u>
Chris F Heryford	11/12/84	31.74	L4	10.0%
Karl B Drew	01/12/87	29.57		
Steven D Wood	08/23/94	21.95	L3	7.5%
Michael J Lutcavish	08/17/98	17.97	L2	5.0%
Larrie A Davis	07/22/98	18.04	L2	5.0%
Lorraine D O'Neill	08/07/03	12.99	L1	2.5%
David C Sale	06/03/06	10.17	L1	2.5%
James N Hinton	10/21/06	9.78		
Wendy M Malsed	03/28/11	5.35		
Michael J Casas	09/19/11	4.87		
Carol A Roberson (PT)	09/19/13	2.87		
Mark A Schuljak (T)	10/19/15	0.78		
Wesley R Vernon	04/25/16	0.27		
Ryan Harryman (T)	05/02/16	0.25		

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166.59

<u>Years of Service</u>	<u>Pay Step</u>	<u>Step Increase</u>	<u>Combined</u>
1 - 10	A - E		
11 - 15	L1	2.5%	2.5%
16 - 20	L2	2.5%	5.0%
21 - 25	L3	2.5%	7.5%
26 +	L4	2.5%	10.0%

**HOURLY SALARY SCHEDULE**  
 REVISED AND ADOPTED AT THE REGULAR MEETING OF THE  
 BOARD OF DIRECTORS ON JULY 21, 2015

Salary Grades	RANGE NUMBER	STEP					Longevity Steps			
		A	B	C	D	E	L1	L2	L3	L4
	50	58.36	61.28	64.34	67.56	70.94	72.71	74.53	76.39	78.30
	49	56.94	59.79	62.78	65.91	69.21	70.94	72.71	74.53	76.39
	48	55.55	58.33	61.24	64.31	67.52	69.21	70.94	72.71	74.53
	47	54.20	56.91	59.75	62.74	65.87	67.52	69.21	70.94	72.71
	46	52.87	55.52	58.29	61.21	64.27	65.87	67.52	69.21	70.94
	45	51.58	54.16	56.87	59.71	62.70	64.27	65.87	67.52	69.21
	44	50.33	52.84	55.48	58.26	61.17	62.70	64.27	65.87	67.52
	43	49.10	51.55	54.13	56.84	59.68	61.17	62.70	64.27	65.87
	42	47.90	50.30	52.81	55.45	58.22	59.68	61.17	62.70	64.27
	41	46.73	49.07	51.52	54.10	56.80	58.22	59.68	61.17	62.70
	40	45.59	47.87	50.27	52.78	55.42	56.80	58.22	59.68	61.17
	39	44.48	46.70	49.04	51.49	54.07	55.42	56.80	58.22	59.68
	38	43.40	45.57	47.84	50.24	52.75	54.07	55.42	56.80	58.22
	37	42.34	44.45	46.68	49.01	51.46	52.75	54.07	55.42	56.80
	36	41.30	43.37	45.54	47.82	50.21	51.46	52.75	54.07	55.42
	35	40.30	42.31	44.43	46.65	48.98	50.21	51.46	52.75	54.07
	34	39.31	41.28	43.34	45.51	47.79	48.98	50.21	51.46	52.75
	33	38.36	40.27	42.29	44.40	46.62	47.79	48.98	50.21	51.46
	32	37.42	39.29	41.26	43.32	45.48	46.62	47.79	48.98	50.21
	31	36.51	38.33	40.25	42.26	44.37	45.48	46.62	47.79	48.98
	30	35.62	37.40	39.27	41.23	43.29	44.37	45.48	46.62	47.79
	29	34.75	36.49	38.31	40.23	42.24	43.29	44.37	45.48	46.62
	28	33.90	35.60	37.38	39.24	41.21	42.24	43.29	44.37	45.48
	27	33.07	34.73	36.46	38.29	40.20	41.21	42.24	43.29	44.38
	26	32.27	33.88	35.57	37.35	39.22	40.20	41.21	42.24	43.29
	25	31.48	33.05	34.71	36.44	38.26	39.22	40.20	41.21	42.24
	24	30.71	32.25	33.86	35.55	37.33	38.26	39.22	40.20	41.21
	23	29.96	31.46	33.03	34.69	36.42	37.33	38.26	39.22	40.20
	22	29.23	30.69	32.23	33.84	35.53	36.42	37.33	38.26	39.22
	21	28.52	29.95	31.44	33.01	34.67	35.53	36.42	37.33	38.26
	20	27.82	29.22	30.68	32.21	33.82	34.67	35.53	36.42	37.33
	19	27.15	28.50	29.93	31.42	33.00	33.82	34.67	35.53	36.42
	18	26.48	27.81	29.20	30.66	32.19	33.00	33.82	34.67	35.53
	17	25.84	27.13	28.49	29.91	31.41	32.19	33.00	33.82	34.67
	16	25.21	26.47	27.79	29.18	30.64	31.41	32.19	33.00	33.82
	15	24.59	25.82	27.11	28.47	29.89	30.64	31.41	32.19	33.00
	14	23.99	25.19	26.45	27.77	29.16	29.89	30.64	31.41	32.19
	13	23.41	24.58	25.81	27.10	28.45	29.16	29.89	30.64	31.41
	12	22.84	23.98	25.18	26.44	27.76	28.45	29.16	29.89	30.64
	11	22.28	23.39	24.56	25.79	27.08	27.76	28.45	29.16	29.89
	10	21.74	22.82	23.96	25.16	26.42	27.08	27.76	28.45	29.16
	9	21.21	22.27	23.38	24.55	25.78	26.42	27.08	27.76	28.45
	8	20.69	21.72	22.81	23.95	25.15	25.78	26.42	27.08	27.76
	7	20.18	21.19	22.25	23.37	24.53	25.15	25.78	26.42	27.08
	6	19.69	20.68	21.71	22.80	23.94	24.53	25.15	25.78	26.42
	5	19.21	20.17	21.18	22.24	23.35	23.94	24.53	25.15	25.78
	4	18.74	19.68	20.66	21.70	22.78	23.35	23.94	24.53	25.15
	3	18.29	19.20	20.16	21.17	22.23	22.78	23.35	23.94	24.53
	2	17.84	18.73	19.67	20.65	21.68	22.23	22.78	23.35	23.94
	1	17.40	18.27	19.19	20.15	21.16	21.68	22.23	22.78	23.35

**HOURLY SALARY SCHEDULE**  
 REVISED AND ADOPTED AT THE REGULAR MEETING OF THE  
 BOARD OF DIRECTORS ON JULY 21, 2015

Part-Time/Seasonal Schedule

Salary Grades	RANGE NUMBER	STEP					Longevity Steps			
		A	B	C	D	E	L1	L2	L3	L4
	20	16.98	17.83	18.72	19.66	20.64	21.16	21.69	22.23	22.79
	19	16.57	17.40	18.27	19.18	20.14	20.64	21.16	21.69	22.23
	18	16.16	16.97	17.82	18.71	19.65	20.14	20.64	21.16	21.69
	17	15.77	16.56	17.39	18.26	19.17	19.65	20.14	20.64	21.16
	16	15.39	16.15	16.96	17.81	18.70	19.17	19.65	20.14	20.64
	15	15.01	15.76	16.55	17.38	18.24	18.70	19.17	19.65	20.14
	14	14.64	15.38	16.14	16.95	17.80	18.24	18.70	19.17	19.65
	13	14.29	15.00	15.75	16.54	17.37	17.80	18.24	18.70	19.17
	12	13.94	14.64	15.37	16.14	16.94	17.37	17.80	18.24	18.70
	11	13.60	14.28	14.99	15.74	16.53	16.94	17.37	17.80	18.24
	10	13.27	13.93	14.63	15.36	16.13	16.53	16.94	17.37	17.80
	9	12.94	13.59	14.27	14.98	15.73	16.13	16.53	16.94	17.37
	8	12.63	13.26	13.92	14.62	15.35	15.73	16.13	16.53	16.94
	7	12.32	12.94	13.58	14.26	14.97	15.35	15.73	16.13	16.53
	6	12.02	12.62	13.25	13.91	14.61	14.97	15.35	15.73	16.13
	5	11.73	12.31	12.93	13.57	14.25	14.61	14.97	15.35	15.73
	4	11.44	12.01	12.61	13.24	13.91	14.25	14.61	14.97	15.35
	3	11.16	11.72	12.30	12.92	13.57	13.91	14.25	14.61	14.97
	2	10.89	11.43	12.00	12.60	13.23	13.57	13.90	14.25	14.61
	1	10.62	11.15	11.71	12.30	12.91	13.23	13.57	13.90	14.25

Employee Number	Employee	Position	Range	Step	Hourly Rate	Overtime Rate
<b>Regular Employees</b>						
1024	Chris F. Heryford	Field Supervisor	34	E	47.79	N/A
1031	Karl B. Drew	General Manager	SPEC		73.96	N/A
1055	Steven D. Wood	Serviceman	25	E	38.26	57.40
1058	Michael J. Lutcavish	Serviceman	21	E	34.67	52.00
1065	Larrie A. Davis	Office Manager	30	E	43.29	N/A
1080	Lorraine D O'Neill	CSR	13	E	28.45	42.68
1090	David C Sale	Serviceman	15	E	29.89	44.84
1091	James N Hinton	Serviceman	17	E	31.41	47.11
1102	Wendy Malsed	CSR	11	C	24.56	36.84
1104	Michael J. Casas	Serviceman	12	D	26.44	39.65
1109	Wesley R. Vernon	Serviceman	13	A	23.41	35.11
<b>Part-Time/Seasonal Employees</b>						
1106	Carol A Roberson	Part-time	3	D	12.92	19.38
1108	Mark A. Schuljak	Part-time Field	15	B	15.76	23.64
1110	Ryan Harryman	Temp Field	7	A	12.32	18.48
						-
14	Total Hourly Rate				443.13	417.13

**Salary Grades**

<b><u>Salary Grades</u></b>	<b><u>Ranges</u></b>
Office Manager	28 - 43
Field Supervisor	24 - 38
Serviceman - Lead	20 - 26
Serviceman	10 - 22
Customer Service Representative	7 - 21

**Salary Schedule Structure**

Range Increase	2.50%
Step Increase	
A - E	5.00%
L1 - L4	2.50%

**Advancement**

**Range** Certifications, Education, Promotions and Merit

**Steps**

A to B 6 months and satisfactory or better evaluation

B - E Additional 12 months each step and satisfactory or better evaluation

**Longevity Steps** (Effective 7/31/16)

L1 10 years of service and satisfactory or better evaluation

L2 - L4 Additional 5 years of service each step and satisfactory or better evaluation