

**POLICY 300 - PERSONNEL<sup>1</sup>**

**ARTICLE 1. EMPLOYEE POSITIONS AND BENEFITS**

**Section 3-1.01      General**

This Article describes terms and conditions of employment. The District’s Employee Handbook contains a more complete description of the terms, conditions and benefits of employment with the District.

**Section      Positions Authorized**

(a)            The following full-time positions are authorized:

CEO/General Manager	Security Chief
Director of Planning	Assistant Security Chief
Director of Operations	Security Officer
Director of Administration	Contracts Manager
Director of Fuels	Administrative Assistant II
Director of Technology	Administrative Assistant I
Air Traffic Control Supervisor	
Air Traffic Control Specialist	
Facilities Manager	
Maintenance Supervisor	
Maintenance II	
Maintenance I	

(b)            The following part-time/temporary positions are authorized:

Maintenance - Fueler	Air Traffic Control Specialist
Maintenance - Temporary	Security Officer
Administration/Intern - Temporary	

<sup>1</sup> Adopted on March 20, 2018 by Res. No. 18-03-777

<sup>2</sup> Section 3-101 & 3-1.02 amended on November 6, 2018 by Res. No 18-11-787

<sup>3</sup> Section 3-1.01 (a) & 3.1.02 (b)(c) amended on June 2, 2020 by Res. No. 20-06-803

<sup>4</sup> Section 3-1.01 (a)(b) & 3-1.02 (b)(c) amended on October 6, 2020 by Res. No. 20-10-806

<sup>5</sup> Section 3-1.01 (a)(b)(c) & 3.1.02 (b)(c) amended on December 1, 2020 by Res. No 20-12-809

**Section 3-1.02            Compensation**

- (a) Employees shall be paid biweekly on Fridays.
- (b) Monthly minimum and maximum salaries for full-time authorized positions are:

FULL TIME	COMPENSATION	
	MINIMUM	<u>MAXIMUM</u>
CEO/General Manager	12,500	25,000
Director of Planning	6,667	14,000
Director of Operations	6,667	12,500
Director of Administration	5,490	8,700
Director of Fuels	5,490	8,700
Director of Technology	5,490	8,700
Air Traffic Control Supervisor	5,200	8,000
Air Traffic Control Specialist	5,000	7,000
Facilities Manager	4,144	7,000
Maintenance Supervisor	4,144	6,250
Maintenance II	3,471	6,000
Maintenance I	2,240	5,000
Security Chief	4,144	6,250
Assistant Security Chief	2,240	5,000
Security Officer	2,600	5,000
Contracts Manager	4,144	6,000
Administrative Assistant II	4,144	6,000
Administrative Assistant I	2,240	5,000

- (c) Salaries for part-time employees are as follows:

<u>POSITION (Part-Time)</u>	<u>HOURLY RATE</u>
POSITION <u>(Part-Time)</u>	HOURLY RATE
Air Traffic Control Specialist	28.00 - 43.00
Security Officer	15.00 - 20.00
Maintenance - Fueller	14.00 - 20.00
Maintenance – Temporary	14.00 - 20.00
Administrative – Temporary/Intern	14.00 - 20.00

- (d) Wages shall be paid according to State and Federal Law.

### **Section 3-1.03            Change in Compensation**

(a)     The General Manager may recommend compensation changes based on merit. The General Manager may increase the salary of an employee once annually by not more than 5% per month or \$100 per month, whichever is greater, as a reward for outstanding service. The General Manager shall notify the Board within twenty days after granting such a merit raise.

(b)     The board may authorize changes in compensation based on cost-of-living.

### **Section 3-1.04            Benefits**

(a)     **Vacation.** Persons employed by the District, other than temporary or part-time employees, are entitled to a paid vacation as specified in the Employee Handbook. Time off for vacation shall be scheduled with the General Manager so vacations will not conflict with the work schedule. An employee may use vacation benefits on consecutive or non-consecutive days with the supervisor's permission.

(b)     **Sick Leave.** Employees shall receive sick leave in accordance with law as specified in the Employee Handbook.

(c)     **Retirement and Disability.** The District is a member of the California Public Employees Retirement System, and provides retirement and permanent disability benefits in accordance with its CalPERS contract, as explained in greater detail in the Employee Handbook.

(d)     **Health, Dental and Optical Plan.** Permanent, full-time officers and employees, including directors, and their dependents shall be eligible for membership in the District's group health plan, including medical, dental, optical, and audiology. The Employee Handbook shall specify the requirements and costs, if any, for employee participations in these benefits.

(e)     **Life Insurance.** Permanent full-time employees receive the life insurance benefits of the District's health and accident insurance plan in an amount and form as from time to time established by the Board.

### **Section 3-1.05            Leave Without Pay**

An employee may request time off without pay in lieu of receiving any benefits provided. Such time off without pay may also be requested even though benefits as herein provided would not otherwise accrue. The supervisor and General Manager shall approve or disapprove the request in their sole discretion.

### **Section 3-1.06            Expenses**

(a)     Officers or employees required to use personal vehicles on District business by action of the Board or the General Manager shall be reimbursed at the rate permitted by the IRS for reimbursement. Officers or employees shall file a claim for such reimbursement on a form established by the General Manager, not later than 30 days after the accrual of the claim.

**Section 3-1.07            Probationary Periods**

Regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be removed without cause, and without the right of an appeal or hearing.

**Section 3-1.08            Discrimination**

No person employed or seeking employment with the District, shall be employed, promoted, discharged, reduced, suspended or in any way favored or discriminated against because of political opinions or affiliation, race, color, creed, sex, age, national origin, physical or medical disability, or handicap.

**Section 3-1.09            Nepotism**

Except as expressly provided herein, nepotism is prohibited. The District will not prohibit the employment of members of an immediate family in the same department or administrative unit, if the family member is not participating in making recommendations or decisions required by the job to affect the appointment, retention, work assignments, demotion, salary, or working conditions of another family member. For the purposes of this section, the term "immediate family" shall mean mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, uncle or aunt.

**Section 3-1.10            Jury Duty**

Permanent, full-time employees shall be given a leave of absence for service on a petite jury. The employee shall be paid regular district salary during such jury service if the employee endorses jury fee, but not expense reimbursement, to the district.

**ARTICLE 2. EMPLOYEE DISCIPLINE**

**Section 3-2.01            Discharge, Reduction and Suspension**

(a) Whenever the General Manager believes that it may be in the best interest of the District to discharge, reduce, or suspend an employee, the General Manager shall provide the employee with an unsigned written statement, setting forth the basis for such preliminary determination and invite the employee to present a statement contesting the facts alleged in the preliminary notice or the conclusions stated therein. The amount of time given to the employee to respond shall be determined on a case-by-case basis after giving due consideration to the length of the employee's service, the gravity of the charges, and the proposed action. No advance notice need be given to any employee when an emergency exists for such action.

(b) The General Manager may discharge, reduce, or suspend an employee for good cause after having complied with subparagraph (a) of this section. Notice of such action shall be given in writing and shall be served on the employee. The notice shall state the nature of the action taken and a summary of the reasons for such action.

**Section 3-2.02      Appeal**

An employee who has been discharged, reduced in rank, or suspended for longer than ten working days, may appeal the action to the Board by notifying the General Manager and the Board within fifteen day after receipt of the notice required above.

**Section 3-2.03      Hearing**

Upon receipt of an appeal from an employee, the Board shall set a date for hearing. The Board may sit *en banc* or assign the matter to one or more directors to hear and decide the appeal. The Board, or the hearing officer, may compel the attendance of witnesses to testify under oath.