

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN ELIJO JOINT POWERS AUTHORITY  
ADOPTING SALARY AND BENEFITS  
FOR FISCAL YEARS 2024-25, and 2025-26**

**WHEREAS**, San Elijo Joint Powers Authority (SEJPA), which provides direct employment of SEJPA employees, desires to meet in an informal input process with SEJPA employees (Employees) regarding the wages, benefits, and certain other terms and conditions of employment;

**WHEREAS**, the Board of Directors has appointed the General Manager to act as a Labor Relations committee;

**WHEREAS**, the General Manager and the SEJPA Board of Directors have reviewed salary and benefit data of comparable service agencies;

**WHEREAS**, the General Manager has met with the Employees regarding compensation and benefits;

**WHEREAS**, the Employees are a valuable and important part of SEJPA and have had the opportunity to meet in the informal input process with the designated SEJPA representative, the General Manager, on compensation, benefits, and other terms and conditions of employment;

**WHEREAS**, the SEJPA Board of Directors had approved Resolution 2022-06 for fiscal years 2022-23, 2023-24, 2024-25, and 2025-26;

**WHEREAS**, changes to applicable law required the SEJPA Board of Directors to amend Resolution 2022-06;

**NOW THEREFORE**, be it resolved by the Board of Directors of SEJPA that the salary, benefits, and other terms and conditions of employment for the Employees set forth below are hereby adopted and established as those of the SEJPA. The San Elijo Joint Powers Authority Employee Handbook may be updated as deemed necessary by the General Manager consistent with these provisions.

**SECTION I GENERAL**

The provisions of this resolution shall commence on January 1, 2025 and terminate on June 30, 2026, as the FY 2025-26 option year was approved by the employees with majority vote. If a new resolution is not in place by July 1, 2026, the provisions of this resolution will continue with all salary and benefit allowance frozen at the Fiscal Year 2025-26 limits. For Section II, F, the process for determining benefit limits remains the same until a new resolution is in place.

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**SECTION II BENEFITS**

**A. Vacation Leave**

Full-time employees accrue vacation leave as follows:

| <u>Vacation Increment</u> | <u>Hours of Vacation Leave</u> | <u>Bi-Weekly Accrual Rate</u> | <u>Maximum Accumulation</u> |
|---------------------------|--------------------------------|-------------------------------|-----------------------------|
| 0-5 years                 | 104                            | 4.00 hours                    | 208 hours                   |
| 5-10 years                | 128                            | 4.92 hours                    | 256 hours                   |
| 10-15 years               | 153                            | 5.85 hours                    | 306 hours                   |
| 15+ years                 | 185                            | 7.08 hours                    | 370 hours                   |

Vacation leave for part-time employees is prorated based on the number of hours worked, e.g. an employee who works 30 hours per week would accrue vacation leave at a rate of 75 percent of that rate at which a regular full-time employee accrues vacation leave. Vacation accrues on an as-worked basis. Vacation does not accrue during any unpaid leave of absence.

Employees are entitled to accrue vacation leave up to a maximum amount equal to twice the employees' annual accrual rate ("Maximum Accumulation"), after which accrual ceases until the balance of maximum accrued hours falls below the Maximum Accumulation.

Exempt employees may take vacation leave only in half-hour increments over 4.5 hours per day. Non-exempt employees may take vacation in increments of 30 minutes or more.

**Accrued, Unused Vacation Payout upon Separation of Employment**

Upon separation of employment with the SEJPA, accrued vacation benefits that have not been used or cashed out will be paid to the employee in accordance with applicable law.

**Conversion of Accrued, Unused Vacation Leave to Cash**

Annually, on December 1st of each year, an employee may elect to cash-out vacation hours in excess of 72 hours, provided that the employee has used at least 72 hours of vacation time within the previous 12 months. The maximum allowable hours to be cashed-out annually is limited to an amount equal to the employee's one-year accrual rate at the time the vacation is cashed out. For example, an employee with who has worked for SEJPA for 0 to 5 years is permitted to cash out a maximum of 104 hours annually, provided the employee has used at least 72 vacation hours during the 12 months preceding December 1. The pay rate will be the employee's applicable hourly wage at the time each cash-out payment is made. Cash-out will be paid on a quarterly basis by the last payday of April, July, October, and January. If an employee's employment is terminated prior to receiving all of the employee's quarterly cash-out payments, the employee will be paid all remaining accrued, unused vacation at the time the employee receives his or her final pay. The election to cash-out vacation hours may not be revoked or modified.



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**B. Holidays**

Full-time employees of San Elijo Joint Powers Authority (SEJPA) are eligible to receive up to 117 paid holiday hours each fiscal year (9 hours per holiday for each of the 11 fixed holidays identified below and 2 floating holidays). The process for the grant of Floating Holidays is described below.

Fixed holidays include:

- |   |  |
|---|--|
| 1. New Year's Day, January 1                        | 6. Independence Day, July 4                      |
| 2. Martin Luther King, Jr., Third Monday in January | 7. Labor Day, First Monday in September          |
| 3. President's Day, Third Monday in February        | 8. Veteran's Day, November 11                    |
| 4. Memorial Day, Last Monday in May                 | 9. Thanksgiving Day, Fourth Thursday in November |
| 5. Juneteenth, June 19                              | 10. Day after Thanksgiving                       |
|   | 11. Christmas Day, December 25                   |

Fixed holiday hours accrue and become available for entry on the employee's timecard on the observed holiday. Employees may use the holiday hours on or after the designated holiday at their discretion if required to work on the holiday. Floating holiday hours (18) will become available during the first pay period in July of each fiscal year. Full-time employees hired after the start of the fiscal year but prior to January 1 will receive a prorated amount of 9 hours on their first day of employment and 9 hours on January 1. Full-time employees hired after January 1 will receive a prorated amount of 9 hours on their first day of employment. Holiday hours will accrue up to a maximum of 234 hours of holiday time. Unused holiday hours will be paid out upon termination of employment.

Holiday hours and Floating Holidays for part-time employees are prorated based on the number of scheduled hours to be worked, as outlined in their offer letter. For example, an employee scheduled to work 30 hours per week would accrue holiday hours at a rate of 75 percent of that rate at which a regular full-time employee accrues holiday hours.

**C. Paid Sick Leave**

Eligible Employees

All employees (including part-time and temporary) who work for SEJPA are eligible to accrue Paid Sick Leave ("PSL") beginning on the first day of employment under the accrual rate and cap set forth in this policy.

Permitted Use

Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee or a designated person. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic

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partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law. Designated person means a person identified by the employee at the time the employee requests paid sick days. Only one individual may be a "designated person" per 12-month period.

Employees may also use their PSL to take time off from work for reasons related to a qualifying act of violence.

### Accrual Rate, Maximum, and Carryover

Upon commencement of employment, and annually in the first pay period of January each subsequent year, all full-time and part-time employees will be granted a "block grant" of 48 hours of Sick Leave. This block grant will satisfy California sick leave requirements for both full- and part-time employees. Sick leave will also accrue monthly. Eligible full-time employees will accrue PSL at a rate of four hours per month accumulated on a bi-weekly basis. Part-time employees will accrue at the same rate, but on a prorated basis. Accrual for non-exempt, part-time employees will be calculated based on actual hours worked. PSL accrues on an as-worked basis and does not accrue during an unpaid leave of absence.

There is a cap on PSL accrual. PSL accrues up to a maximum of 1,000 hours after which accrual ceases until the balance of maximum accrued hours falls below the cap. In such a case, no PSL will be earned for the period in which the employee's PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

### Limits on Use and Cashing Out

If an employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use accrued PSL to make up for the absence based on the total hours of the absent shift. If while on vacation, an employee becomes ill, he/she may have the period of illness charged to his/her accumulated sick leave instead of vacation. Exempt employees may take sick leave in increments of 2 hours. Non-exempt employees may take sick leave in increments of 30 minutes or more.

Employees who have accumulated more than 176 hours of sick leave may elect to be paid for any sick leave in excess of 176 hours provided an election is made prior to December 15th each year for payment in the following year. The pay rate will be 50 percent of the employee's hourly wage at the time of the cash-out.

### Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.



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Termination

Employees who are not terminated for cause and have given SEJPA 14 calendar days (beginning on the date the notice is received by SEJPA) written notice shall be paid for 50 percent of their accumulated sick leave. Sick leave pay will be calculated based on the employee’s regular rate of pay at the time of the cash-out.

All other employees who do not meet the conditions above will not receive pay in lieu of accrued but unused PSL. Accrued but unused PSL will not be paid out upon termination for cause or where the employee has failed to provide 14 days’ notice of termination.

Employees returning to SEJPA within 12 months of separation of employment will have their forfeited sick leave reinstated to their prior balance and may use accrued sick leave upon the first day of work. Employees returning to SEJPA more than 12 months after separation of employment will be treated as a new employee for purposes of sick leave.

Retaliation

SEJPA prohibits discrimination or retaliation against employees for using their PSL.

**D. Bereavement Leave**

Employees may receive 3 days off with pay and two days off without pay for bereavement of an individual who is a member of the employee’s immediate family. Immediate family member is defined as:

- |                      |                                      |
|----------------------|--------------------------------------|
| Spouse               | Mother/Father-in-Law                 |
| Child/Adopted Child* | Daughter/Son-in-Law                  |
| Stepchild            | Grandparent                          |
| Sibling              | Niece/Nephew                         |
| Parent**             | Sister/Brother-in-Law                |
| Stepparent           | Registered Domestic Partner          |
| Grandchild           | Child of Registered Domestic Partner |
| Aunt/Uncle           | Persons who have raised the employee |

\*“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.

\*\*“Parent” means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

Employees may receive one paid full day off to attend the funeral of a relative who is not a member of the employee’s immediate family. SEJPA may request documentation (i.e. a copy of the death certificate) to certify the need for such leave.

Upon request, employees must provide documentation of the death of the family member within 30 days of the first day of the leave. “Documentation” may include, but is not limited to, a death

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certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

### **E. Administrative Leave**

Exempt employees are exempt from overtime provisions of the Fair Labor Standards Act. In lieu of compensating overtime, these employees shall be entitled to take up to 45 hours of administrative leave annually, awarded as a block grant on July 1<sup>st</sup> each fiscal year. This leave must be taken in increments of not less than four and one half (4.5) hours. This leave may be accrued up to a maximum of 90 hours. Unused administrative leave will be paid out upon termination of employment in accordance with applicable law.

### **F. Health, Dental Insurance, and Vision Care Plan**

Employees and their dependents are provided a group dental and vision care plan; the employer's contribution for premiums for vision and dental plans shall be an amount each year that is 95% of the average of the plans being offered, at the appropriate tier (single, double and family). Eligibility for dental and vision insurance will begin the first of the month following employment. If there is a conflict between this Agreement and the applicable plan document, the plan document shall apply.

Employees and their dependents are provided with group health insurance coverage under the CalPERS PEMCHA program. Effective July 1, 2019, the employer's contribution for each employee shall be an amount each year that is 95% of the average of all health plans CalPERS makes available to SEJPA, excluding the CalPERS Care Plan, at the appropriate tier (single, double and family). The employee shall pay for any premium cost for coverage that exceeds SEJPA contribution. Eligibility for health coverage will begin the first of the month following employment.

Employees who meet the applicable eligibility requirements established by SEJPA, in accordance with applicable law, shall be provided health, dental and vision insurance for themselves and their dependents, upon request. Flexible contributions allocated to part-time employees are prorated based on the number of hours worked, i.e. an employee who works 30 hours per week would receive 75 percent of the maximum annual contribution.

In lieu of health insurance coverage, eligible employees may elect to receive compensation of 25 percent of the single employee benefit in addition to their regular pay. Employees must show current proof of health insurance coverage under another plan outside of SEJPA and may be required to periodically show proof upon request. Requests for compensation in lieu of health insurance coverage should be in writing and are subject to review and approval of the General Manager.

Employees hired before July 1, 2008, shall receive a minimum annual contribution of \$8,870 with maximum cash out of \$6,530.



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**G. Health Care Reimbursement**

Employees shall be able to designate dollars for eligible medical, dental, and vision reimbursement. Employees may supplement Plan contributions with tax-exempt dollars through voluntary payroll deduction. Each employee shall assume responsibility for any income tax obligations resulting from participation in the health care reimbursement program.

**H. Dependent Care Reimbursement**

Employees shall be able to designate dollars for eligible dependent care reimbursement. Employees may supplement Plan contributions with tax-exempt dollars through voluntary payroll deduction. Each employee shall assume responsibility for any income tax obligations resulting from participation in the dependent care reimbursement program.

**I. Life and Disability Insurance**

SEJPA provides for its employees' life insurance equal to the employee's annual salary. Each employee shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

SEJPA provides for its employees' short-term and long-term disability insurances. Each employee shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums and disability compensation received from the disability insurance provider.

**J. Retirement**

**For all employees hired prior to July 1, 2012**, SEJPA shall participate in the California Public Employees' Retirement System (CalPERS) program, with a benefit formula of 2.5% at 55 Full Formula. Retirement benefits for members eligible under this program will be calculated using a One-Year Final Compensation base for employees participating in this program, effective July 1, 2008. Effective the first pay date of each fiscal year, employees under this program are required to pay the full employee portion as defined or set forth by CalPERS, which as of July 1, 2024, is 8.00%.

**For all employees hired after June 30, 2012, but before January 1, 2013, including previously enrolled CalPERS Classic Employees, with less than a six month break in service**, SEJPA shall participate in the California Public Employees' Retirement System (CalPERS) program, with a benefit formula of 2.0% at 60 Full Formula. Retirement benefits for members eligible under this program will be calculated using a Three Year Average Final Compensation base for employees participating in this program. Effective the first pay date of each fiscal year, employees under this program are required to pay the full employee portion as defined or set forth by CalPERS, which as of July 1, 2024, is 7.00%.

**For all employees hired after January 1, 2013**, including previous CalPERS Classic Employees with a break in service of more than six months, SEJPA shall participate in the California Public Employees' Retirement System (CalPERS) program, with a benefit formula of 2.0% at 62 Full Formula, subject to the California Public Employees' Pension Reform Act of 2013 ("PEPRA").

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Retirement benefits for members eligible under this program will be calculated using a Three Year Average Final Compensation base.

Employees under this program are required to pay the full employee portion as defined or set forth by CalPERS, which as of July 1, 2024, is 7.75%.

**K. Deferred Compensation Plan**

Where the employee voluntarily participates in the SEJPA's deferred compensation plan, SEJPA shall contribute an equal amount on a matching basis up to four percent (4%) of the employee's annual base salary.

**L. Uniforms and Safety Equipment**

SEJPA shall provide all laboratory, operations and maintenance employees (and any other employee classification as deemed appropriate) with necessary personal protective equipment as required for their duties, including but not limited to uniforms. SEJPA shall provide employees, upon date of hire and yearly thereafter, up to a maximum amount of \$225.00 to purchase safety shoes/boots required of their position. If an employee damages their boots performing work duties, the General Manager has authority to approve reimbursement of replacement boots.

SEJPA shall provide employees up to \$335.00 each fiscal year for the purchase of SEJPA-approved prescription safety glasses.

In certain circumstances, the General Manager also has authority to approve a uniform and safety equipment allowance beyond the maximum amount.

**M. Tuition Reimbursement**

SEJPA will reimburse employees for certain educational expenses incurred by employees in connection with the employee's successful completion of educational courses approved in advance by SEJPA under the terms set forth in the Employee Handbook. Employees may be reimbursed up to \$625.00 for any one course, and up to a maximum of \$2,300.00 per employee per fiscal year.

**N. Health and Wellness Reimbursement**

Starting in FY 2022-23 and continuing through the term of this Resolution, each employee is eligible for a reimbursement of up to \$120 per year for purchases related to health and wellness.

**O. Work from Home**

Eligible employees with approval of their respective director may be allowed up to two (2) days per week to work from home. Employees approved to work from home are required to be available for calls and meetings during scheduled work shift.



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**P. Electric Vehicle Charging**

Electric vehicle charging shall be offered to employees without a fee at designated charging stations.

**SECTION III COMPENSATION**

**A. Employee Compensation**

Employees, except the General Manager, shall receive compensation in accordance with the adjusted ranges in the Classification and Compensation Schedule.

**B. Salary Adjustments**

Effective the first pay date in July 2025, the Classification and Compensation Schedule for all personnel classifications shall be increased as follows:

| Year         | Cost of Living Adjustment (COLA)* |
|--------------|-----------------------------------|
| July 1, 2025 | 3.0%                              |

\* Salary schedule adjustment shall apply to all SEJPA labor classifications except for the General Manager position.

Employees shall be provided a performance review, typically on an annual basis. Employees that are not at the top of their classification salary range shall receive consideration of a merit pay increase. At the discretion of the General Manager, in addition to or in lieu of the merit increase, an employee may receive an incentive award, which is based on an employee’s outstanding performance, as evaluated against the achievements of their annual goals. Incentive payouts are one-time payments. No employee shall be awarded incentive compensation in an amount greater than five percent of that employee’s base salary.

The Classification and Compensation Schedule for Fiscal Year 2024-25 is shown in Exhibit A.

SEJPA and its employees acknowledge and agree that during the term of this agreement SEJPA may implement decisions within its discretion related to implementation of its on-going assessment of the competitiveness of SEJPA. This means that job positions, classifications, and their respective job descriptions may be revised, added, or deleted; work and shift hours may be revised; new or revised automation; and new or revised procedures may be implemented. SEJPA invites employees to provide input on these decisions if they result in a modification of any express provision of SEJPA’s policies and procedures.

**C. Working Out of Position Specification**

Occasionally, an employee is required by the General Manger to assume an “acting” position that is outside his/her job specification. This policy is intended to provide the employee with additional compensation based upon the newly assumed duties.

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An employee designated as “acting” by the General Manager, will assume the acting title and associated base salary for the position that he/she is assuming. This title and compensation will continue throughout the duration of the acting period. The General Manager can designate a rate of pay within the range of the assumed position. Under no circumstance will the employee’s increased salary exceed the top of the assumed position range.

The needs of SEJPA will prevail in determining the length of time for which the employee assumes the acting position. This provision does not apply to the General Manager.

### **D. Shift Differential**

SEJPA shall pay non-exempt operations and maintenance employees a shift differential of \$1.50 per hour in addition to their base rate of pay for hours assigned to a work shift other than the day shift.

### **E. Standby Duty**

Non-exempt operations and maintenance employees are required to be on standby to respond to emergency situations as assigned by SEPJA. Standby duty is typically assigned for a two-week period. Employees on standby work their regularly assigned shifts and remain on call in case of emergencies during non-working time, including weekends, for the remainder of the time during the two-week period. Non-exempt operations and maintenance employees on standby are compensated at two (2.00) hours at their regular hourly rate of pay per day.

### **F. Call-Back**

#### **1. Employees Not on Standby**

SEJPA shall compensate, at the rate of one and one-half their regular rate of pay, non-exempt employees who are unexpectedly ordered to report back to duty to perform necessary work following completion of the non-exempt employee’s workweek or work-shift and their departure from the site. Non-exempt employees called back under this condition shall receive a minimum of two hours compensation. Call-backs on holidays, weekdays or weekends after midnight and before the start of the non-exempt employee’s regular shift are compensated at a rate of two times the non-exempt employee’s regular hourly rate.

#### **2. Employees on Standby**

SEJPA shall compensate, at the rate of one and one-half their regular rate of pay, non-exempt employees on standby who are ordered to report to duty to perform necessary work following completion of the non-exempt employee’s scheduled workweek or work-shift and their departure from the site. Non-exempt employees on standby called back under this condition shall receive a minimum of two hours compensation. In the event there are multiple call-backs during the same workday, non-exempt employees shall be paid for the time actually worked or two hours, whichever is greater. Call-backs on holidays, weekdays or weekends after midnight and before the start of the non-exempt employee’s regular shift are compensated at a rate of two times the non-exempt employee’s regular hourly rate.



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Employees on standby have up to 45 minutes to respond to calls and may respond remotely to the extent feasible.

Following are examples of calculation of call-back pay for employees on standby:

- Example 1: Employee working a 9/80 schedule works their regular 9-hour shift. After leaving work but before midnight, the employee receives a call at home for system alarms.
  - Employee shall be compensated at a rate of one and one-half the employee's regular rate of pay for time worked, including travel time if required to return to the works site, or two hours, whichever is greater.
- Example 2: Employee working a 9/80 schedule works their regular 9-hour shift. After midnight the following day but before the start of their next regular shift, the employee receives a call at home for system alarms.
  - Employee shall be compensated at a rate of double the employee's regular rate of pay for time worked, including travel time if required to return to the works site, or two hours, whichever is greater.
- Example 3: Employee working a 9/80 schedule works their regular 9-hour shift. After leaving work but before midnight, the employee receives calls at home for system alarms. The employee receives a second call after midnight but before the start of their next scheduled shift.
  - Employee shall be compensated at a rate of one and one-half the employee's regular rate of pay for time worked, including travel time if required to return to the works site, or two hours, whichever is greater for the first call before midnight and double time for time worked, including travel time if required to return to the works site, for the second call after midnight.

### **G. Meal Allowance**

SEJPA shall reimburse non-exempt employees a maximum of \$12.00 per meal for food and non-alcoholic beverages when the non-exempt employee is ordered to work for at least two hours overtime beyond the standard work shift.

### **H. Incentive Program**

The Employee Recognition Program is designed to provide an opportunity for SEJPA to recognize dedicated and loyal employees who contribute to its success.

#### **1. Professional and Technical Achievement**

Recognizes employees for their individual accomplishments in the area of work-related professional development such as education or technical certification or recognition by a

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work-related professional organization, payable within 45 days of receiving certification or education and providing proof of completion of the qualifying certification or education.

Industry Awards and Professional Certifications - \$500.00

Associate's degree - \$1,000.00, Bachelor's Degree - \$1,500.00, Master's Degree - \$2,000.00

### **2. Organizational Performance Achievements**

Recognizes employees for SEJPA accomplishments related to environmental performance, safety and industry recognition.

#### Environmental Performance

- Region 9 Regional Water Quality Control Board Performance
  - No more than 5 violations of NPDES requirements - \$250.00
  - 100% compliance with NPDES requirements - \$1,000.00
  - 100% compliance with NPDES requirements for 5 consecutive years - \$2,000.00
- Environmental Performance at Pump Stations
  - No reportable spills from pump stations - \$250.00
- Period of Performance
  - The period of performance will be January 1 to December 31, of each year, payable in January of the following year.

Safety Program - Provides incentive funding to all employees up to \$1,000.00 per employee per year that successfully perform safety inspections, safety presentations, develop corrective actions, demonstrate understanding of SEJPA's illness and Injury Prevention Plan, and safety online training as prescribed in the SEJPA Safety Program.

Industry Awards - Industry organizations may include, but not limited to, American Society of Civil Engineers (ASCE), California Water Environment Association (CWEA), WateReuse, California Association of Sanitary Agencies (CASA), California Sanitary Risk Management Authority (CSRMA), and Water Environment Federation (WEF), payable within 60 days of receiving award and providing proof of receipt of award.

- Local Award – 1<sup>st</sup> place - \$150.00
- State Award - Honorable Mention, Second, or Third Place - \$200.00, First Place - \$300.00

All organizational awards apply to each, and every employee employed on the date of award. Full-time employees hired during the award year will receive a prorated award bonus provided they remain an employee on the date of the award. For example, an employee employed for only six (6) months of the award year will receive 50% of the applicable award bonus. Provided they remain an employee on the date of the award, part-time employees will receive a prorated award bonus based on the number of hours worked during the preceding 12 months, e.g. an employee who works 30 hours per week would be paid 75 percent of the designated amount paid to a regular full-time employee. Any single project or program may qualify for up to three industry awards in any



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one fiscal year period. For example, a capital project may achieve award recognition by four different organizations; however, the total award bonus will be limited to three.

### **Terms and Conditions of Employment**

All other terms and conditions of employment are specified in the SEJPA's Employee Handbook.

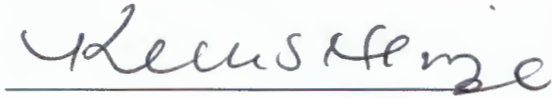
### **Competitiveness Assessment Decision**

The SEJPA will perform a Classification and Compensation Study and present recommendations to the SEJPA Board of Directors prior to the end of this contract.

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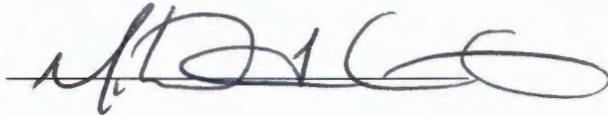
PASSED AND AMENDED this 12th day of November 2024, by the following vote:

AYES: Board Members: Hinze, Becker, Blackwell, Zito  
NOES: Board Members:  
ABSENT: Board Members:  
ABSTAIN: Board Members:



Kellie Hinze, Chairperson  
SEJPA Board of Directors

ATTEST:



Michael T. Thornton, P.E.  
Secretary of the Board