



**TAHOE CITY PUBLIC UTILITY DISTRICT  
MEMORANDUM REGARDING SUPERVISORY AND PROFESSIONAL EMPLOYEES  
FOR JANUARY 1, 2020 THROUGH DECEMBER 31, 2022**

**1 INTRODUCTION**

This document establishes the rules governing benefits and working conditions for Unrepresented Supervisory and Professional Employees that have been approved by the Board of Directors of the Tahoe City Public Utility District (District). The District recognizes the critical role that Supervisory and Professional Employees (Employee or Employees) play in the success of the organization. While the District holds all staff to exacting standards of professionalism; Supervisory and Professional Employees are held to an even higher level and are expected to serve as models of the District Core Values.

Examples of Employee expectations include, but are not limited to:

- A. Represent the District in a professional manner at all times.
- B. Assume a leadership role within the District.
- C. Assume full responsibility of and accountability for the performance of direct reports and areas of professional expertise.
- D. Occasionally work hours in excess of eight (8) hours per work day or forty (40) hours per week and work non-work days (weekends, holidays); without additional credit or compensation for such hours.
- E. Be available to Senior Management outside of routine work hours without additional credit or compensation for such hours.

In acknowledgement of the above expectations and responsibilities, the District grants a different level of access and benefits to its Employees.

**2 APPLICABILITY**

This Memorandum Regarding Supervisory and Professional Employees (Memorandum) shall apply to all Supervisory and Professional Employees of the District.

- A. Supervisory Employees consist of the Engineering Manager, Utilities Superintendent, Technical Services Manager, Senior Management Analyst, Accounting Manager, Parks and Facilities Superintendent, Recreation Superintendent, and Parks and Facilities Assistant Superintendent.
- B. Professional Employees consist of the Senior Civil Engineer, Associate Civil Engineer, Human Resources Administrator, Information Systems & Technology Administrator, and Management Analyst.

The Board of Directors may revise and/or delete any of these titles, categories, or positions at its discretion but with notice.

**3 SERVICE**

- A. The General Manager shall establish a probationary period of at least twelve months for all positions covered by this Memorandum. At three month intervals during the probationary

period, the Employee's performance shall be informally or formally evaluated. At the conclusion of the Employee's probationary period, and if the Employee's performance has been satisfactory, the Employee shall be advanced to regular employment as originally appointed.

- B. Tenure of all positions covered by this Memorandum shall be based upon good performance and shall be determined by the General Manager or their designee, subject to Board approval.

#### **4 HOURS OF WORK**

Employees shall work a full-time, flexible, and appropriate schedule sufficient to complete all tasks associated with the position. Employee agrees to work a minimum of eighty (80) hours per bi-weekly pay period or to utilize General Leave or Sick Leave Reserve to make up for hours worked less than the agreed minimum. Exceptions to this minimum standard may only be granted by the General Manager.

Employees are expected to work schedules that are consistent with normal hours of District operations and their staff members' schedules. Ongoing exceptions to this schedule requirement will be granted based solely on the District's needs. Short-term or occasional exceptions to this requirement may be based upon District requirements for coverage outside the normal working day. All exceptions to this schedule requirement shall be approved by the Employee's Department Manager.

Employees shall submit time records bi-weekly and shall meet the following standards:

- Employees shall track and record their actual hours worked on the actual day they were worked, split to account codes as directed by their Department Manager.
- Employees shall report on their bi-weekly time record their General Leave and Sick Leave Reserve usage.
- All time reported shall be tracked and recorded to the nearest 0.5 hour.
- There is no maximum limit on the total hours of work reported, except that General Leave or Sick Leave Reserve shall not be reported when total hours of work exceed eighty (80) on the bi-weekly time record.
- The minimum total of hours worked, General Leave, and Sick Leave Reserve shall be as agreed above.

Bi-weekly time records are required for the following purposes:

- To track General Leave and Sick Leave Reserve use and accrual;
- As an auditable record to expense Employee costs to the appropriate fund/department;
- As a tool to manage department resources, expenses, and budgeting;
- As an auditable record of Employee expenses to be capitalized;
- As an auditable record of Employee expenses to be billed to grants, developers, other agencies, and others;
- As a transparent record of the work of Exempt Employees.

Failure to meet the requirements of this Section will be addressed as a performance issue.

#### **5 COMPENSATION**

Compensation shall be recommended to the Board by the General Manager for all positions described herein. Compensation may be reviewed annually.

Employees are exempt and are paid a fixed salary amount on a bi-weekly basis. For payroll purposes, Employee's salary will be calculated and paid based upon an 80-hour bi-weekly pay period. There shall be no credit or compensation for time worked in excess of the minimum requirements established in

Section "Hours of Work" above, nor shall there be any debit or reduction of compensation for hours worked less than said requirements.

Employees who work an approved and regular reduced work schedule (less than the minimum bi-weekly requirement), shall receive an accordingly pro-rated salary and benefit package.

## **6 JOB DESCRIPTION**

Employees shall be provided with a job description and shall perform all duties outlined in the job description or other duties as assigned by the General Manager.

## **7 EVALUATION**

At least annually on or about January 1, the respective Department Manager shall evaluate performance of Employees in writing with the evaluation approved by the General Manager.

## **8 APPEAL**

Any Employee, in situations where an adverse action is being taken against them that would require a Skelly hearing, may elect to request an appeal within five (5) days of a decision by the General Manager or other Department Manager via an advisory hearing. Such written notice must be given to the General Manager. The General Manager shall appoint an advisory hearing officer. The advisory hearing officer shall conduct a non-evidentiary hearing on the matter and make a recommendation on the appeal to the Board of Directors. The hearing shall be conducted at the District offices in Tahoe City, California. The Employee may have one representative present to assist the Employee. The Employee shall bear all costs of their representative. The Board of Directors may accept, reject or modify the recommendation of the advisory hearing officer. The District shall pay the costs related to the advisory hearing officer.

## **9 BENEFITS**

Employees shall be subject to provisions of current Memorandum of Understanding with International Union of Operating Engineers Stationary Local No. 39 (MOU) except as below noted.

- A. Employees receiving a score below 2.5 on their annual performance appraisal at last review shall be placed on a Performance Improvement Plan (PIP) and will not receive the earned merit increase until such time as the steps outlined in the PIP have been successfully completed. At that time the Employee will begin receiving the prior earned merit increase moving forward. No merit increase will be provided retroactively. After the Employee successfully completes the PIP, they will receive their next performance appraisal effective January 1<sup>st</sup> regardless of the date of successful completion of the PIP.
- B. Employees shall annually receive a uniform allowance for District logo attire, outerwear, and footwear for the field that is suitable for field and office/professional responsibilities as approved by the General Manager in the following amounts:
  - a. Human Resources Administrator, Information Systems & Technology Administrator, Senior Management Analyst, Accounting Manager, Management Analyst, Accountant II, and Accountant I receive \$285.00 each.
  - b. Engineering Manager, Senior Civil Engineer, Associate Civil Engineer, and Technical Services Manager receive \$515.00 each.
  - c. Utilities Superintendent, Parks and Facilities Superintendent, Recreation Superintendent, and Parks and Facilities Assistant Superintendent receive \$655.00 each.

Selection of the clothing will be the responsibility of the Employee and shall be appropriate to the professional work environment and their position. Employees who already have sufficient, high quality logo attire may elect to have a portion or all of their uniform allowance reduced and used for reimbursement, based on up to 50% of cost incurred, for an approved fitness facility membership OR they may apply a portion or all of their uniform allowance toward the cost of a new cell phone purchase in addition to the cell phone purchase allowance as outlined below (with supervisor's approval).

- C. A cell phone allowance of \$75 per month will be made available to Employees as approved by the General Manager. The District will reimburse Employees receiving cell phone allowance for the actual cost for purchase of a cell phone. Cell phone must have email and text capabilities set up and functioning. The actual cost up to \$400.00 will be reimbursed for Employees who purchase once every two years, \$500 for Employees who purchase once every three years.
- D. Employees shall annually receive forty (40) hours of General Leave in addition to leave benefits specified in MOU.
  - a. The maximum accumulation in the General Leave account at any point in the year shall be 45 working days (360 hours). General Leave accrual will immediately cease once an Employee reaches 360 hours. If the Employee then uses or converts General Leave to bring balance below 360, they will begin to accrue General Leave.
  - b. First consecutive 8 hours of absence for Employees with less than 80 hours of accrued combined General Leave and Sick Leave Reserve at the beginning of the affected payroll period require use of General Leave prior to any use of Sick Leave Reserve.
  - c. No initial use of General Leave is required for Employees with more than 80 hours of accrued combined General Leave and Sick Leave Reserve at the beginning of the affected payroll period.
- E. Any employment offer letters and/or letters of amendment or memoranda sent to any Employee after commencing employment, or any District policy that provides for reimbursement and/or allowance for the use of the Employee's personal cell phone and/or vehicle in the normal and routine conduct of official business do not create express or implied employment contracts with the District.

## **10 EMPLOYEE ACTIVITIES**

Employees shall be subject to all provisions of Section 10 Employee Activities of the Personnel Policy Manual (PPM).

## **11 RESIGNATION NOTICE**

Employees shall give at least twenty-one (21) days written notice prior to the effective date of voluntary resignation unless waived by the General Manager in writing.

## **12 EMERGENCY AVAILABILITY**

Employees shall be available twenty-four (24) hours per day, seven (7) days per week by radio, telephone, or personal pager for contact in emergency situations. At the request of the General Manager or Department Manager, Employees shall return to the office promptly; provided such return to office is practical (Employee is not out of the area) and safe (Employee can safely and responsibly return to the office).

### **13 RESIDENCE**

Employees are requested, if practical, to occupy a primary residence within thirty (30) roadway miles (most direct routes) of Tahoe City, California.

### **14 SUPERVISORY AND PROFESSIONAL EMPLOYEES MEMORANDUM**

This Memorandum does not create a contract of employment, express or implied, with or for any Employee. Any written contract for employment for any position category described in this Memorandum may only be created, approved, and amended by the Board of Directors. Any such contract shall not contradict the statutory provisions of the Public Utilities Code section 16112 or Government Code section 53260 or other applicable statutes.

### **15 LIMITATIONS**

- A. Any provision of this Memorandum that is contrary to applicable statutes, court orders, and/or appellate decision shall be null and void.
- B. This Memorandum shall supersede the District's PPM if any provision of this Memorandum contradicts a particular section of the PPM. Otherwise the District's PPM shall be applicable to all classifications described in this Memorandum.

### **16 AMENDMENTS**

The Board of Directors reserves its unilateral right to amend or terminate this Memorandum upon thirty (30) days written notice.