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# California Pines CSD

## POLICY HANDBOOK

**POLICY TITLE:** Compensation  
**POLICY NUMBER:** 3415

**3415.1** This policy shall apply to all District employees.

**3415.2** Compensation at Hiring.

**3415.2.1** New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

**3415.2.2** Advanced Step Hiring. If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the wage range, he/she may request the Board of Directors to authorize an appointment at an advanced step of the wage range.

**3415.2.3** Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

**3415.3** Merit Advancement Within Range.

**3415.3.1** Performance Evaluation Required. The General Manager shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

**3415.3.2** Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

**3415.3.3** New Employees. A person hired as a new employee may have a merit advancement date which is 6 months following the appointment date.

**3415.4.1** Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be 6 months from the date of promotion or demotion.

**3415.4.2** Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

**3415.4.3** Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

**3415.5.1** Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is 6 months following the effective date of the position reclassification.

**3415.5.2** Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective 6 months from the date of said adjustment.

**3415.5.3** Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

**3415. 6.1** Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective.

**3415 6.2** The District's Pay Schedule is posted on an annual calendar that is published at the District Office establishing payroll dates to ensure that pay is processed in a timely manner. Salaries and wages are paid on a semi-monthly basis. **Hours worked for the first half of the month**, from the 1st through the 15th, are paid on the 16th of the month. **Hours worked in the second half of the month**, from the 16th to the end of the month, are paid on the last day of the month.

**3415 6.3** If the pay date falls on a federal banking holiday, Saturday, or Sunday, the pay date will be paid a day prior to the holiday, on a banking business day. Direct Deposit Delivery Payments are not yet available for employees.

**3415 7.1 Checks not picked up from the Business Office by 4:00** pm on the day following the scheduled pay date will be dropped in outgoing mail, unless the office is notified to do otherwise.

**3415 7.2 A pay check will not be released** to anyone but the employee without written authorization. A photo ID is required for check release.

**3415 7.3 Time and Attendance Reporting:** Employees are required to accurately account for their hours worked in each work week through hours worked, or use of authorized leave. Employees with multiple jobs are responsible for the accurate recording of their time for each position. Hours worked will not overlap with each other. Employees are required to enter time only for themselves, and only from the locations approved by their supervisor. Reported time is rounded to the nearest quarter hour. Minutes from one (1) to seven (7) past a quarter hour are rounded down, and minutes from eight (8) to fourteen (14) are rounded up to the nearest quarter hour. Employees and/or supervisor found to be improperly reporting work time and attendance information will be reported to their immediate supervisor for appropriate disciplinary actions.

**3415 8.1 Designated types of work such as grant funded projects,** overload, administrative work, or other positions may require additional recordkeeping of hours worked as a condition of employment. If an error is caught by the employee or payroll after a pay period is processed, corrections will be made in the next payroll run. If a supervisor or approver feels a change to reported hours is required, they will obtain an employee's initials on the change before submitting time to payroll whenever possible. All supervisor changes to reported time will be communicated to the employee by the supervisor.

**3415 8.2 Calculation of Overtime Pay compensation results** only in those cases when the actual hours "worked" exceeds forty (40) hours for District Office Staff, the Assistant GM/Fire Chief, and District Maintenance positions, during the established FLSA work week.

**3415 8.3 Calculation of Overtime Pay compensation** results only in those case when the actual hours "worked" exceeds one hundred and six (106) hours in any designated 14 day work period, for Employees classified as Fire Personnel. Supervisors are to plan, organize, and schedule workload to accomplish departmental goals within the prescribed work week.

**3415 9.1 Non-exempt District Office Staff,** that work in excess of forty (40) hours per work week will be compensated at time and half the employee's regular rate of pay.

3415 9.2 For FLSA purposes, holiday pay does not count towards hours worked.

**3415 9.3 Reporting of Hours for Non-Exempt Employee Travel time** that constitutes work time, will be compensated according to FLSA. Travel that is part of the employee's principal activity, such as travel from work site to work site during the workday, must be counted as hours worked. Any work that an employee is required to perform while on travel status is counted as hours worked. Non-exempt employees report all mandatory travel hours that fall within their regularly scheduled work day. Hours that fall on a scheduled day off, if during regularly scheduled times, must be reported as hours worked. If there is mandatory work beyond regularly scheduled hours, those hours should also be reported. Non-exempt employees who are a passenger in any vehicle or aircraft beyond regularly

scheduled work time may not report that time as hours worked. Travel from home to or from the employee's primary work site are not reportable hours.

**3415 10.1 Separation Pay-Out Payment for voluntary** work separation due to resignation or retirement is paid no later than the regular pay date for the pay period during which the separation occurs.

**3415 10.2 Payment for work separation due to involuntary** discharge is paid according to current Federal Statute requirements. For final pay-out due to the death of an employee, the District will follow the established procedural guidelines and all IRS reporting regulations related to deceased employee pay.

**3415 10.3 Any debts or credits** to individual benefit accounts will be settled with final pay.

**3415 11.1 Pay Corrections and Adjustments** Due to cost and complexity of running a complete payroll process, adjustments are rare and may require special approval. Adjustments are a manual process which runs outside a regular scheduled payroll run or to an already processed pay period. Payroll adjustments will generally be processed during the next scheduled pay period, unless exception is made by Payroll based on the adjustment circumstances. If there is an error on an employee's paycheck it is the employee's responsibility to complete an "error in pay" form, and turn it in to the office administrator, as early as possible. Without the "error in pay" form, the office staff will not be able to make any changes. Employee's shall not depend on, or direct another employee, to bring their paycheck error to the Office for them. Any employee attempting to discuss another employee's paycheck with the office staff will not be given any information. Office Staff will only discuss personal payroll information, with the employee it is related to.

**3415 11.2 Due to CalPERS Retirement System,** hours will be reported in the correct FLSA work week, regardless of when pay is processed. Overpayment is a legal debt and must be repaid. Employees will pay the "employee portion" for their CalPERS Retirement and the District will pay the matching "employer portion", every payroll cycle (unless the employee was "grandfathered in" to have employer and employee portion paid in full by the district, because of continuous employment with the District prior to 2015).