

# **WALNUT VALLEY WATER DISTRICT**



## **TERMS AND CONDITIONS OF EMPLOYMENT**

Effective July 1, 2023 through June 30, 2027

### **EXECUTIVE STAFF**

A Resolution of the Board of Directors of the  
Walnut Valley Water District formalizing its  
**Labor Policy for Executive Staff Employees**

**WHEREAS**, Executive Staff Employees of the Walnut Valley Water District filling Executive Staff positions listed on Exhibit A are not represented by an employee organization;

**NOW, THEREFORE, BE IT RESOLVED**, that the Executive Staff of the Walnut Valley Water District shall operate under the same provisions of and be entitled to the same benefits as in the Mid-Management Terms and Conditions of Employment with the exception that the Executive Staff employees receive an additional two (2) days of Administrative Leave per fiscal year and have separate Exhibits A through D attached to these Terms and Conditions of Employment.

## EXHIBIT A

### Position Classification

#### Position

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Assistant General Manager	Exempt
Director of Administrative Services	Exempt
Director of Engineering	Exempt
Director of External Affairs and Sustainability	Exempt
Director of Finance	Exempt
Director of Operations	Exempt
Executive Secretary	Exempt
General Manager/Chief Civil Engineer	Exempt

## EXHIBIT B

There were no parity adjustments for the four (4) year contract period between July 1, 2023 through June 30, 2027.

**EXHIBIT C**

**WALNUT VALLEY WATER DISTRICT  
EXECUTIVE STAFF EMPLOYEES  
RETIREE MEDICAL INSURANCE BENEFITS  
VESTING SCHEDULE**

**GROUP A - District Contribution for Employees on Payroll as of February 28, 1989**

For employees who were on the District's payroll as full-time employees as of February 28, 1989 who have been continuously employed by the District since that time, and who retire, the District will provide the fully paid retiree medical insurance coverage premium for the retiree , they/them/their spouse, and dependents as shown on District records at the time of the employee's retirement. This will include reimbursement of payment for Medicare Option B for both the retiree and they/them/their eligible spouse upon the attainment of age sixty-five (65) and after submitting verification to the District of official enrollment in Medicare Option B.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA JPIA or the District's current health insurance provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

**GROUP B - District Contribution for Employees Hired on or after March 1, 1989**

For employees who were hired on or after March 1, 1989, who retire and who have worked for the district a minimum of five (5) consecutive years prior to retirement, and who are at least age fifty (50) at the time of retirement, the District will provide the fully paid medical insurance coverage premium for the retiree. Coverage for the retiree's spouse as shown on the District records at the time of the employee's retirement will be offered under the following vesting schedule of service to the District:

Years of Service:	Percentage of Spousal Coverage:
5	50%
10	75%
15	100%

This will include reimbursement of Medicare Option B for both the retiree and they/them/their eligible spouse upon the attainment of age sixty-five (65) and after submitting verification of enrollment in Medicare Option B. If the employee does not meet the services/vesting criteria for spousal coverage, the retiree may elect to continue spousal and/or dependent coverage on a voluntary basis for all other health coverages offered. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any premium obligation in arrears for a period of ten (10) days or longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing premiums in arrears for full-time employees. Once coverage is dropped or otherwise terminates, it will not be reinstated.

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA JPIA or the District's current health insurance provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

**GROUP C – District Contribution for Employees Hired on or after July 1, 2005**

For employees hired on or after July 1, 2005, who retire from the District, who have worked a minimum of five (5) full time (or the equivalent) consecutive years prior to retirement, and who are at least age fifty (50) at the time of retirement, the District will provide the fully paid medical insurance coverage premium for the retiree. Coverage for the retiree’s spouse as shown on District records at the time of the employee’s retirement will be offered under the following vesting schedule of service to the District:

Years of Service	Percentage of Spousal Coverage:
5	50%
10	75%
15	100%

This will include reimbursement of Medicare Option B for both the retiree and they/them/their eligible spouse upon the attainment of age sixty-five (65) and after submitting verification of enrollment in Medicare Option B. If the retiree does not meet the services/vesting criteria for spousal retiree coverage, the retiree may elect to continue spousal and/or dependent coverage on a voluntary contribution basis for all other health coverages offered. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any premium obligation in arrears for a period of ten (10) days or longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing premiums in arrears for full-time employees. Once coverage is dropped or otherwise terminates, it will not be reinstated

Aside from the eligible reimbursement for Medicare Option B, the District will only pay the cost of the medical premium payable to ACWA JPIA or the District’s current health insurance provider. No other health care costs, fees, charges, or taxes will be covered or reimbursed.

**GROUP D – District Contribution for Employees Hired on or after July 1, 2014**

For employees hired on or after July 1, 2014, who retire from the District, who have worked for the District a minimum of twenty (20) consecutive years prior to retirement, who are at least age fifty-two (52), the District will provide 100% retiree only coverage premium of the least cost health, dental and vision plans on District record at the time of the employee’s retirement. For employees who are at least age fifty-two (52), but have worked and retire from the District after twenty-five (25) years of consecutive service to the District prior to retirement, the District will provide 100% retiree only coverage premium of any of the District plans offered at the time of the employee’s retirement.

Upon reaching age sixty-five (65), the retiree will be required to sign up for Medicare, which includes Options A and B. No reimbursement will be provided for any costs associated with that mandatory coverage and no other health care costs, fees, charges, or taxes will be covered or reimbursed.

If, at the time of retirement, the retiree wishes to continue coverage of they/them/their spouse and/or eligible dependents as shown on District record at the time of retirement, coverage for such spouse and/or dependents will be at the retiree’s sole cost. A retiree who elects to continue spousal and/or dependent coverage will be responsible for payment of all premiums for continuation of such coverage, and any premium obligation in arrears for a period of ten (10) days longer will result in cancellation of spousal and/or dependent coverage(s) in the same manner set forth in this article governing premiums in arrears for full-time employees. Once coverage is dropped or otherwise terminates, it will not be reinstated.

**EXHIBIT D**

**WALNUT VALLEY WATER DISTRICT  
PARTIAL SERVICE RETIREMENT/MODIFIED WORK SCHEDULE  
BENEFITS GUIDELINE FOR EXECUTIVE STAFF EMPLOYEES**

**Accrued Leaves:**

Leave	Percentage of Full Time Hours (Hours)					
	100 (40)	90 (36)	80 (32)	60 (24)	50 (20)	<50 (20)
<b>Vacation</b>	100	90	75	50	25	0
<b>Sick</b>	100	90	75	50	25	1 Hour for Every 30 Hours Worked
<b>Administrative</b>	100	90	75	50	25	0
<b>Holiday</b>	100	90	75	50	25	0

\*Note: Pursuant to California’s Paid Sick Leave Law (AB 1522) and the sick leave provisions of these Terms and Conditions of Employment, temporary employees and part-time employees working less than 20 hours per week are entitled to accrue one (1) hour of sick leave for every thirty (30) hours worked beginning on the first date of employment and may begin using their accrued sick leave on the 90th day of employment. Part-time employees working greater than twenty (20) hours per week are subject to the leave benefits guidelines outlined above.

Retired annuitants employed by the District are not eligible for any of these accrued leaves.

**Cost of Living Adjustments:**

Base salaries used for calculating hourly pay rates shall be adjusted annually in accordance with the Terms and Conditions of Employment for Mid-Management and Executive Staff.

**Partial Service Retirements Only:**

On June 24, 2008, following Board approval, the CalPERS Partial Service Retirement was included as one of the Class 3 benefit options for District employees. An employee must receive prior approval from the District and CalPERS in order to be eligible for this benefit.

**Health/Life Insurance:**

Benefits will be provided to employees/retirees in accordance with Section B.3. Health/Life Insurance in the Mid-Management Terms and Conditions of Employment and Exhibit C Executive Staff Retiree Medical Insurance Benefits Vesting Schedule.