

AGENDA
SPECIAL BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING
DELTA DIABLO
(a California Special District)

2500 Pittsburg-Antioch Highway | Antioch, CA 94509
(Note: There will be no in-person meeting at the District.)
WEDNESDAY, JUNE 3, 2020
10:00 A.M.

To slow the spread of COVID-19, the Contra Costa County Health Officer’s Shelter-in-Place Order of May 18, 2020 prevents public gatherings. In lieu of a public gathering, the Personnel Committee meeting will be accessible via ZOOM to all members of the public as permitted by the Governor’s Executive Order 29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings.

Persons who wish to address the Personnel Committee during the Public Comment period or with respect to an item on the Agenda will be limited to two (2) minutes. The Secretary to the Board will call on members of the public at the beginning of the meeting to establish a speaking order. Please indicate whether you wish to speak during the Public Comment period or on a specific Agenda item at that time. The Personnel Committee Chair may reduce or eliminate the amount of time allotted to provide comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated.

Presentations will be made available online at <https://www.deltadiablo.org/> approximately 30 minutes prior to the start of the Personnel Committee meeting.

A. PUBLIC COMMENTS

B. REVIEW FINANCE PROFESSIONAL/RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE (Cheryl Rhodes Alexander)

C. REVIEW PROPOSED DRAFT “MITIGATING IMPACTS OF COVID-19 IN THE WORKPLACE” POLICY (Dean Eckerson)

ADJOURNMENT

To participate in the meeting via ZOOM (audio only)

Zoom Meeting Dial-In Number: (669) 900 6833

Meeting ID: 849 9769 1060 #

The District will provide reasonable accommodations for persons with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board 24-hours prior to the scheduled meeting at (925) 756-1927. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection on the District website at www.deltadiablo.org



MEMORANDUM

Date: June 3, 2020

To: Federal Glover, Personnel Committee Chair

From: Cheryl Rhodes Alexander, Human Resources and Risk Manager

SUBJECT: FINANCE PROFESSIONAL/RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE

RECOMMENDATIONS

- Review and comment on the proposed Finance Professional/Retired Annuitant classification, job description, and salary schedule.
- Recommend consideration of a resolution to adopt a job description and salary schedule for the Finance Professional/Retired Annuitant classification at the June 10, 2020 Board Meeting.

BACKGROUND

The Finance Division, which administers the District's financial activities under the direction of the Business Services Department Director, is managed by the Finance Manager. Because this position has been vacant for more than a year, the District has utilized temporary and contract services to provide short-term and project assistance to staff. As of May 4, 2020, the Senior Accountant in the Finance Division has been temporarily appointed as acting Finance Manager and an Accounting Technician has been temporarily appointed as acting Senior Accountant. In addition to these acting appointments, staff is recommending creation of a Finance Professional/Retired Annuitant position to meet workload and staffing needs, support organizational improvement, and enhance Finance Division staff professional development.

Following multiple Finance Manager recruitment efforts that did not result in a selected candidate, the District is electing to temporarily suspend recruitment efforts, while evaluating recruitment and staffing strategies going forward. This position is highly technical and requires in-depth knowledge of public fund accounting and direct experience with finance and budgeting functions at special districts. In addition to filling this role on an acting basis, the District requires specialized, temporary assistance (up to 960 hours) to perform high-level public fund accounting duties, prepare fiscal year-end closing statements and reports, develop a Government Finance Officers Association compliant budget book, and provide fiscal management development and training support for Finance Division staff. This position will also directly support implementation of organizational improvements and completion of special project assignments, as needed, in the Finance Division.

The California Public Employees' Retirement System (CalPERS) allows for limited duration employment of retired members (known as "retired annuitants") for specific purposes, including labor resource and special project assistance. CalPERS regulations stipulate the following conditions under which a retired annuitant may be employed:

- The retired annuitant may only be hired into a position designated as a retired annuitant position (not any other full- or part-time position).
- The retired annuitant must wait 180 days after their retirement date before returning to work for a CalPERS employer.
- The compensation must be according to an established pay rate for a classification on the agency's salary schedule.
- The retired annuitant cannot receive any other compensation or benefits and does not accrue service credit or any additional retirement rights or benefits.
- The retired annuitant is limited without exception, to a maximum of 960 hours within a fiscal year (July 1 to June 30).

To comply with CalPERS regulations, the Board of Directors must designate and approve, by Resolution, a job description and salary range for the Finance Professional/Retired Annuitant classification before the District can hire a retired annuitant. The job description defines the classification, outlines essential duties, qualifications, education, experience, and certification requirements, and identifies working conditions to successfully perform the work.

The Finance Professional/Retired Annuitant classification is an exempt, non-classified position and does not include benefits (other than those statutorily required by law). This classification is comparable to the Finance Manager classification and would have an hourly compensation rate equivalent to the Finance Manager salary range (M178), capped at the top step of the salary range. The position is not represented by the Management Association (MA) bargaining unit. The District reviewed the proposed job description with MA to discuss any potential impacts to their members. The Management Association concurred with the role of the classification with the Finance Division and did not see any impacts to their members.

Attachments

- 1) Proposed Job Description – Finance Professional/Retired Annuitant
- 2) Revised Salary Schedule

TITLE:**Finance Professional/Retired Annuitant****Pay Level - M178**

ESSENTIAL FUNCTION

Under direction of the Business Services Director, perform complex public fund accounting duties, high-level fiscal activities, and special finance projects. Provide professional development, coaching, and training to Finance Division staff.

DISTINGUISHING CHARACTERISTICS

This classification is limited to a maximum of 960 hours per fiscal year (July 1 to June 30) and complies with the California Public Employees' Retirement System (CalPERS) requirements governing the use of retired annuitants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with budget development and long-range financial planning, fiscal sustainability analyses, and various special projects and studies.
- Develop financial policies, procedures, practices, and internal controls.
- Develop Government Finance Officers Association (GFOA) compliant budget book, fiscal year end financial statements, and Comprehensive Annual Financial Report (CAFR).
- Conduct internal audits and assessment of division organizational effectiveness and develop plan with recommendations for implementation.
- Develop interim management financial reports.
- Provide targeted coaching and fiscal management training to division staff, as necessary.

Knowledge of the following is required to perform the essential function:

- Federal, state and local laws and regulations applicable to accounting and financing transactions of a public agency.
- Fund accounting, revenue forecasting, and budget preparation.
- Principles, professional practices, technical functions and occupational methods of
- Basic design, operating principles, equipment and software systems used in general ledger, accounts payable, accounts receivable, payroll and asset accounting systems.
- Auditing and long-term fiscal planning, and financial reporting.
- Debt administration, enterprise funds and Governmental Accounting Standards Board.
- Coaching and training techniques, theories, and practices.
- Organizational effectiveness theories and practices.

Ability to do the following is required to perform the essential function:

- Interpret and apply the general intent and specific provisions of multiple laws and regulations to particular conditions.
 - Apply professional principles and fund accounting practices.
-

MINIMUM QUALIFICATIONS

A Bachelor's degree (or equivalent combination of education and experience) in accounting, finance, or related field.

Six years of increasingly responsible experience in management of accounting and finance activities such as developing annual operating budgets, CAFRs, and financial policies in a municipal or governmental environment, including two years of supervisor responsibility.

TITLE:

Finance Professional/Retired Annuitant

Pay Level - M178

REQUIRED LICENSES, CERTIFICATIONS AND REGISTRATIONS

A valid California State Class C license.

Active license as a California Certified Public Accountant (CPA) is desired.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in normal office environment with controlled lighting and ventilation and moderate noise levels.
- Frequent sitting at desk for prolonged periods while using computer and/or in meetings.
- Regularly uses standard office equipment (computer, fax machine, scanner, copier, telephone); intermittently twisting and reaching to operate other equipment without incapacitating adverse effects.
- Occasionally transport, lift and otherwise safely handle objects weighing up to twenty-five (25) pounds.
- Occasionally reach above shoulder level to access or place files, paperwork or binders and related items on and off overhead cabinets.
- Periodic kneeling, bending and/or stooping to retrieve or place documents, files and/or boxes on and off lower shelves, drawers or ground level.

EMPLOYMENT CONDITIONS

| | |
|--|---|
| Fair Labor Standards Act Classification: | Exempt from overtime under the administrative exemption |
| Collective Bargaining Representation Unit: | N/A |
| Job Specifications Approved by: | Board of Directors on xx/xx/xxxx |
| Appointment and Removal Authority: | General Manager |
| Amended & Approved by: | General Manager on xx/xx/xxxx |

DELTA DIABLO

**SECTION IV - UNREPRESENTED MANAGERS
MONTHLY SALARY RANGES (Effective June 11, 2020)**

| RANGE | CLASSIFICATIONS | A | B | C | D | E | F | G | H | I | J |
|--------------|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| GM | General Manager | - | - | - | - | - | - | - | - | - | \$23,621.61 |
| DGM | Deputy General Manager | \$17,433.28 | \$17,869.12 | \$18,315.84 | \$18,773.74 | \$19,243.08 | \$19,724.16 | \$20,217.27 | \$20,722.70 | \$21,240.76 | \$21,771.78 |
| BSD | Business Services Director | \$15,479.91 | \$15,866.90 | \$16,263.58 | \$16,670.17 | \$17,086.92 | \$17,514.09 | \$17,951.95 | \$18,400.75 | \$18,860.76 | \$19,332.28 |
| ESD | Engineering Services Director | \$15,479.91 | \$15,866.90 | \$16,263.58 | \$16,670.17 | \$17,086.92 | \$17,514.09 | \$17,951.95 | \$18,400.75 | \$18,860.76 | \$19,332.28 |
| OSD | Resource Recovery Services Director | \$15,479.91 | \$15,866.90 | \$16,263.58 | \$16,670.17 | \$17,086.92 | \$17,514.09 | \$17,951.95 | \$18,400.75 | \$18,860.76 | \$19,332.28 |
| HRM | Human Resources & Risk Manager | \$10,955.73 | \$11,229.63 | \$11,510.37 | \$11,798.13 | \$12,093.08 | \$12,395.41 | \$12,705.29 | \$13,022.92 | \$13,348.50 | \$13,682.21 |
| OMSB | Office Mgr./Secretary to the Board | \$9,531.60 | \$9,769.89 | \$10,014.14 | \$10,264.49 | \$10,521.10 | \$10,784.13 | \$11,053.73 | \$11,330.08 | \$11,613.33 | \$11,903.66 |

Note: The General Manager's salary is designated by the Board of Directors; there is no established range

Approved: _____ **Dr. Sean Wright, Board Secretary** Date: _____

DELTA DIABLO

SECTION I - OPERATIONS & MAINTENANCE BARGAINING UNIT
MONTHLY SALARY RANGES (Effective June 11, 2020)

| RANGE | CLASSIFICATIONS | Note | A | B | C | D | E | F | G | H | I | J |
|--------|--|------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| OM 120 | Utility Laborer | 00 | \$5,648.86 | \$5,790.08 | \$5,934.83 | \$6,083.20 | \$6,235.28 | \$6,391.16 | \$6,550.94 | \$6,714.72 | \$6,882.58 | \$7,054.65 |
| | | 01 | \$5,790.08 | \$5,934.83 | \$6,083.20 | \$6,235.28 | \$6,391.16 | \$6,550.94 | \$6,714.72 | \$6,882.58 | \$7,054.65 | \$7,231.01 |
| | | 02 | \$5,931.30 | \$6,079.58 | \$6,231.57 | \$6,387.36 | \$6,547.05 | \$6,710.72 | \$6,878.49 | \$7,050.45 | \$7,226.71 | \$7,407.38 |
| OM 124 | Maintenance Mechanic Trainee; Maintenance Worker; WWTP Operator-In-Training; | 00 | \$5,914.91 | \$6,062.78 | \$6,214.35 | \$6,369.71 | \$6,528.96 | \$6,692.18 | \$6,859.48 | \$7,030.97 | \$7,206.75 | \$7,386.91 |
| | | 01 | \$6,062.78 | \$6,214.35 | \$6,369.71 | \$6,528.96 | \$6,692.18 | \$6,859.48 | \$7,030.97 | \$7,206.75 | \$7,386.91 | \$7,571.59 |
| | | 02 | \$6,210.66 | \$6,365.92 | \$6,525.07 | \$6,688.20 | \$6,855.40 | \$7,026.79 | \$7,202.46 | \$7,382.52 | \$7,567.08 | \$7,756.26 |
| OM 126 | Electrical/Instrumentation Technician Trainee | 00 | \$6,075.59 | \$6,227.48 | \$6,383.17 | \$6,542.75 | \$6,706.32 | \$6,873.98 | \$7,045.83 | \$7,221.97 | \$7,402.52 | \$7,587.58 |
| | | 01 | \$6,227.48 | \$6,383.17 | \$6,542.75 | \$6,706.32 | \$6,873.98 | \$7,045.83 | \$7,221.97 | \$7,402.52 | \$7,587.58 | \$7,777.27 |
| | | 02 | \$6,379.37 | \$6,538.86 | \$6,702.33 | \$6,869.89 | \$7,041.63 | \$7,217.68 | \$7,398.12 | \$7,583.07 | \$7,772.65 | \$7,966.96 |
| OM 130 | Warehouse Technician I | 00 | \$6,213.76 | \$6,369.11 | \$6,528.34 | \$6,691.54 | \$6,858.83 | \$7,030.30 | \$7,206.06 | \$7,386.21 | \$7,570.87 | \$7,760.14 |
| | | 01 | \$6,369.11 | \$6,528.34 | \$6,691.54 | \$6,858.83 | \$7,030.30 | \$7,206.06 | \$7,386.21 | \$7,570.87 | \$7,760.14 | \$7,954.14 |
| | | 02 | \$6,524.45 | \$6,687.56 | \$6,854.75 | \$7,026.12 | \$7,201.78 | \$7,381.82 | \$7,566.37 | \$7,755.52 | \$7,949.41 | \$8,148.15 |
| OM 134 | Collection Systems Worker I; Maint. Mech. I; WWTP Operator I; Household Hazardous Waste Tech I; | 00 | \$6,506.42 | \$6,669.08 | \$6,835.80 | \$7,006.70 | \$7,181.86 | \$7,361.41 | \$7,545.45 | \$7,734.08 | \$7,927.44 | \$8,125.62 |
| | | 01 | \$6,669.08 | \$6,835.80 | \$7,006.70 | \$7,181.86 | \$7,361.41 | \$7,545.45 | \$7,734.08 | \$7,927.44 | \$8,125.62 | \$8,328.76 |
| | | 02 | \$6,831.74 | \$7,002.53 | \$7,177.59 | \$7,357.03 | \$7,540.96 | \$7,729.48 | \$7,922.72 | \$8,120.79 | \$8,323.81 | \$8,531.90 |
| OM 140 | Electrical/Instrumentation Technician I | 00 | \$6,683.14 | \$6,850.22 | \$7,021.47 | \$7,197.01 | \$7,376.94 | \$7,561.36 | \$7,750.39 | \$7,944.15 | \$8,142.76 | \$8,346.33 |
| | | 01 | \$6,850.22 | \$7,021.47 | \$7,197.01 | \$7,376.94 | \$7,561.36 | \$7,750.39 | \$7,944.15 | \$8,142.76 | \$8,346.33 | \$8,554.98 |
| | | 02 | \$7,017.30 | \$7,192.73 | \$7,372.55 | \$7,556.86 | \$7,745.78 | \$7,939.43 | \$8,137.91 | \$8,341.36 | \$8,549.89 | \$8,763.64 |
| OM 142 | Collection Systems Worker II; Maint. Mech. II; Warehouse Technician II; WWTP Operator II; Household Hazardous Waste Tech. II | 00 | \$7,157.08 | \$7,336.01 | \$7,519.41 | \$7,707.39 | \$7,900.08 | \$8,097.58 | \$8,300.02 | \$8,507.52 | \$8,720.21 | \$8,938.21 |
| | | 01 | \$7,336.01 | \$7,519.41 | \$7,707.39 | \$7,900.08 | \$8,097.58 | \$8,300.02 | \$8,507.52 | \$8,720.21 | \$8,938.21 | \$9,161.67 |
| | | 02 | \$7,514.94 | \$7,702.81 | \$7,895.38 | \$8,092.76 | \$8,295.08 | \$8,502.46 | \$8,715.02 | \$8,932.90 | \$9,156.22 | \$9,385.12 |
| OM 150 | Electrical/Instrumentation Technician II | 00 | \$7,350.75 | \$7,534.51 | \$7,722.88 | \$7,915.95 | \$8,113.85 | \$8,316.69 | \$8,524.61 | \$8,737.73 | \$8,956.17 | \$9,180.07 |
| | | 01 | \$7,534.51 | \$7,722.88 | \$7,915.95 | \$8,113.85 | \$8,316.69 | \$8,524.61 | \$8,737.73 | \$8,956.17 | \$9,180.07 | \$9,409.58 |
| | | 02 | \$7,718.28 | \$7,911.24 | \$8,109.02 | \$8,311.75 | \$8,519.54 | \$8,732.53 | \$8,950.84 | \$9,174.61 | \$9,403.98 | \$9,639.08 |
| OM 152 | Collection Systems Worker III; Maint. Mech. III; WWTP Operator III; Household Hazardous Waste Tech. III; | 00 | \$7,872.85 | \$8,069.67 | \$8,271.41 | \$8,478.20 | \$8,690.15 | \$8,907.40 | \$9,130.09 | \$9,358.34 | \$9,592.30 | \$9,832.11 |
| | | 01 | \$8,069.67 | \$8,271.41 | \$8,478.20 | \$8,690.15 | \$8,907.40 | \$9,130.09 | \$9,358.34 | \$9,592.30 | \$9,832.11 | \$10,077.91 |
| | | 02 | \$8,266.49 | \$8,473.15 | \$8,684.98 | \$8,902.11 | \$9,124.66 | \$9,352.77 | \$9,586.59 | \$9,826.26 | \$10,071.92 | \$10,323.71 |
| OM 156 | Electrical/Instrumentation Technician III Control Systems Specialist | 00 | \$8,086.61 | \$8,288.78 | \$8,496.00 | \$8,708.40 | \$8,926.11 | \$9,149.26 | \$9,377.99 | \$9,612.44 | \$9,852.75 | \$10,099.07 |
| | | 01 | \$8,288.78 | \$8,496.00 | \$8,708.40 | \$8,926.11 | \$9,149.26 | \$9,377.99 | \$9,612.44 | \$9,852.75 | \$10,099.07 | \$10,351.55 |
| | | 02 | \$8,490.95 | \$8,703.22 | \$8,920.80 | \$9,143.82 | \$9,372.41 | \$9,606.73 | \$9,846.89 | \$10,093.07 | \$10,345.39 | \$10,604.03 |
| OM 158 | WWTP Senior Operator | 00 | \$8,266.47 | \$8,473.13 | \$8,684.96 | \$8,902.08 | \$9,124.64 | \$9,352.75 | \$9,586.57 | \$9,826.23 | \$10,071.89 | \$10,323.69 |
| | | 01 | \$8,473.13 | \$8,684.96 | \$8,902.08 | \$9,124.64 | \$9,352.75 | \$9,586.57 | \$9,826.23 | \$10,071.89 | \$10,323.69 | \$10,581.78 |
| | | 02 | \$8,679.79 | \$8,896.79 | \$9,119.21 | \$9,347.19 | \$9,580.87 | \$9,820.39 | \$10,065.90 | \$10,317.55 | \$10,575.48 | \$10,839.87 |
| OM 160 | WWTP Senior Operator - Grade IV/V | 00 | \$8,514.50 | \$8,727.37 | \$8,945.55 | \$9,169.19 | \$9,398.42 | \$9,633.38 | \$9,874.22 | \$10,121.07 | \$10,374.10 | \$10,633.45 |
| | | 01 | \$8,727.37 | \$8,945.55 | \$9,169.19 | \$9,398.42 | \$9,633.38 | \$9,874.22 | \$10,121.07 | \$10,374.10 | \$10,633.45 | \$10,899.29 |
| | | 02 | \$8,940.23 | \$9,163.74 | \$9,392.83 | \$9,627.65 | \$9,868.34 | \$10,115.05 | \$10,367.93 | \$10,627.12 | \$10,892.80 | \$11,165.12 |

*Note : 00 designates base range. 01 designates base range plus 2.5% longevity adjustment for employees with between 10-15 years of service.

Subrange 02 designates base range plus 5% longevity adjustment for employees with 15 or more years of service.

Approved: _____ Dr. Sean Wright, Board Secretary

Date: _____

DELTA DIABLO

**SECTION III - MANAGEMENT ASSOCIATION BARGAINING UNIT
MONTHLY SALARY RANGES (Effective June 11, 2020)**

| RANGE | CLASSIFICATIONS | A | B | C | D | E | F | G | H | I | J |
|--------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| M 152 | Human Resources Analyst I | \$7,860.90 | \$8,057.42 | \$8,258.86 | \$8,465.33 | \$8,676.96 | \$8,893.89 | \$9,116.23 | \$9,344.14 | \$9,577.74 | \$9,817.19 |
| M 160 | Human Resources Analyst II | \$8,646.97 | \$8,863.15 | \$9,084.72 | \$9,311.84 | \$9,544.64 | \$9,783.25 | \$10,027.84 | \$10,278.53 | \$10,535.50 | \$10,798.88 |
| M 165 | Senior Accountant | \$9,174.39 | \$9,403.75 | \$9,638.84 | \$9,879.81 | \$10,126.81 | \$10,379.98 | \$10,639.48 | \$10,905.46 | \$11,178.10 | \$11,457.55 |
| M 168 | Safety Manager Purchasing Manager | \$9,531.47 | \$9,769.75 | \$10,014.00 | \$10,264.35 | \$10,520.95 | \$10,783.98 | \$11,053.58 | \$11,329.92 | \$11,613.17 | \$11,903.49 |
| M 176 | Public Information Manager | \$10,569.83 | \$10,834.08 | \$11,104.93 | \$11,382.55 | \$11,667.12 | \$11,958.80 | \$12,257.77 | \$12,564.21 | \$12,878.32 | \$13,200.27 |
| M 178 | Finance Manager | \$11,244.70 | \$11,525.81 | \$11,813.96 | \$12,109.31 | \$12,412.04 | \$12,722.34 | \$13,040.40 | \$13,366.41 | \$13,700.57 | \$14,043.09 |
| M 179 | Environmental Programs Manager | \$11,376.17 | \$11,660.58 | \$11,952.09 | \$12,250.90 | \$12,557.17 | \$12,871.10 | \$13,192.88 | \$13,522.70 | \$13,860.76 | \$14,207.28 |
| M 180 | Laboratory Manager | \$11,467.99 | \$11,754.69 | \$12,048.55 | \$12,349.77 | \$12,658.51 | \$12,974.98 | \$13,299.35 | \$13,631.83 | \$13,972.63 | \$14,321.94 |
| M 181 | Information Technology Manager | \$11,468.57 | \$11,755.28 | \$12,049.16 | \$12,350.39 | \$12,659.15 | \$12,975.63 | \$13,300.02 | \$13,632.52 | \$13,973.34 | \$14,322.67 |
| M 182 | Operations Manager; Maintenance Manager; | \$12,321.55 | \$12,629.59 | \$12,945.33 | \$13,268.96 | \$13,600.69 | \$13,940.70 | \$14,289.22 | \$14,646.45 | \$15,012.61 | \$15,387.93 |
| M 188 | Senior Engineer | \$12,877.13 | \$13,199.06 | \$13,529.04 | \$13,867.26 | \$14,213.95 | \$14,569.29 | \$14,933.53 | \$15,306.87 | \$15,689.54 | \$16,081.78 |
| M 198 | Government Affairs Manager | \$13,005.52 | \$13,330.66 | \$13,663.93 | \$14,005.53 | \$14,355.66 | \$14,714.56 | \$15,082.42 | \$15,459.48 | \$15,845.97 | \$16,242.12 |
| M 200 | Principal Engineer | \$13,984.47 | \$14,334.08 | \$14,692.43 | \$15,059.75 | \$15,436.24 | \$15,822.14 | \$16,217.70 | \$16,623.14 | \$17,038.72 | \$17,464.69 |

Approved: _____ Dr. Sean Wright, Board Secretary

Date: _____

DELTA DIABLO

**SECTION II - PROFESSIONAL & TECHNICAL BARGAINING UNIT
MONTHLY SALARY RANGES (Effective June 11, 2020)**

| RANGE | CLASSIFICATIONS | Note | A | B | C | D | E | F | G | H | I | J |
|--------------|--|-------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| P 109 | Administrative Assistant I | 00 | \$4,968.71 | \$5,092.92 | \$5,220.25 | \$5,350.75 | \$5,484.52 | \$5,621.63 | \$5,762.17 | \$5,906.23 | \$6,053.88 | \$6,205.23 |
| | | 01 | \$5,092.92 | \$5,220.25 | \$5,350.75 | \$5,484.52 | \$5,621.63 | \$5,762.17 | \$5,906.23 | \$6,053.88 | \$6,205.23 | \$6,360.36 |
| | | 02 | \$5,217.14 | \$5,347.57 | \$5,481.26 | \$5,618.29 | \$5,758.75 | \$5,902.72 | \$6,050.28 | \$6,201.54 | \$6,356.58 | \$6,515.49 |
| P 117 | Administrative Assistant II | 00 | \$5,465.56 | \$5,602.20 | \$5,742.26 | \$5,885.82 | \$6,032.96 | \$6,183.78 | \$6,338.38 | \$6,496.84 | \$6,659.26 | \$6,825.74 |
| | | 01 | \$5,602.20 | \$5,742.26 | \$5,885.82 | \$6,032.96 | \$6,183.78 | \$6,338.38 | \$6,496.84 | \$6,659.26 | \$6,825.74 | \$6,996.38 |
| | | 02 | \$5,738.84 | \$5,882.31 | \$6,029.37 | \$6,180.11 | \$6,334.61 | \$6,492.97 | \$6,655.30 | \$6,821.68 | \$6,992.22 | \$7,167.03 |
| P 118 | Account Clerk I | 00 | \$5,552.24 | \$5,691.04 | \$5,833.32 | \$5,979.15 | \$6,128.63 | \$6,281.85 | \$6,438.89 | \$6,599.87 | \$6,764.86 | \$6,933.98 |
| | | 01 | \$5,691.04 | \$5,833.32 | \$5,979.15 | \$6,128.63 | \$6,281.85 | \$6,438.89 | \$6,599.87 | \$6,764.86 | \$6,933.98 | \$7,107.33 |
| | | 02 | \$5,829.85 | \$5,975.60 | \$6,124.99 | \$6,278.11 | \$6,435.06 | \$6,595.94 | \$6,760.84 | \$6,929.86 | \$7,103.11 | \$7,280.68 |
| P 126 | Administrative Assistant III Account Clerk II | 00 | \$6,107.44 | \$6,260.12 | \$6,416.63 | \$6,577.04 | \$6,741.47 | \$6,910.01 | \$7,082.76 | \$7,259.82 | \$7,441.32 | \$7,627.35 |
| | | 01 | \$6,260.12 | \$6,416.63 | \$6,577.04 | \$6,741.47 | \$6,910.01 | \$7,082.76 | \$7,259.82 | \$7,441.32 | \$7,627.35 | \$7,818.04 |
| | | 02 | \$6,412.81 | \$6,573.13 | \$6,737.46 | \$6,905.89 | \$7,078.54 | \$7,255.51 | \$7,436.89 | \$7,622.82 | \$7,813.39 | \$8,008.72 |
| P 128 | Human Resources Assistant | 00 | \$6,043.16 | \$6,194.24 | \$6,349.09 | \$6,507.82 | \$6,670.52 | \$6,837.28 | \$7,008.21 | \$7,183.42 | \$7,363.00 | \$7,547.08 |
| | | 01 | \$6,194.24 | \$6,349.09 | \$6,507.82 | \$6,670.52 | \$6,837.28 | \$7,008.21 | \$7,183.42 | \$7,363.00 | \$7,547.08 | \$7,735.76 |
| | | 02 | \$6,345.32 | \$6,503.95 | \$6,666.55 | \$6,833.21 | \$7,004.04 | \$7,179.14 | \$7,358.62 | \$7,542.59 | \$7,731.15 | \$7,924.43 |
| P 129 | Laboratory Technician | 00 | \$6,467.80 | \$6,629.49 | \$6,795.23 | \$6,965.11 | \$7,139.24 | \$7,317.72 | \$7,500.66 | \$7,688.18 | \$7,880.38 | \$8,077.39 |
| | | 01 | \$6,629.49 | \$6,795.23 | \$6,965.11 | \$7,139.24 | \$7,317.72 | \$7,500.66 | \$7,688.18 | \$7,880.38 | \$8,077.39 | \$8,279.32 |
| | | 02 | \$6,791.19 | \$6,960.96 | \$7,134.99 | \$7,313.36 | \$7,496.20 | \$7,683.60 | \$7,875.69 | \$8,072.58 | \$8,274.40 | \$8,481.26 |
| P 130 | Sr. Admin. Asst./Records Specialist | 00 | \$6,718.21 | \$6,886.16 | \$7,058.31 | \$7,234.77 | \$7,415.64 | \$7,601.03 | \$7,791.06 | \$7,985.84 | \$8,185.48 | \$8,390.12 |
| | | 01 | \$6,886.16 | \$7,058.31 | \$7,234.77 | \$7,415.64 | \$7,601.03 | \$7,791.06 | \$7,985.84 | \$8,185.48 | \$8,390.12 | \$8,599.87 |
| | | 02 | \$7,054.12 | \$7,230.47 | \$7,411.23 | \$7,596.51 | \$7,786.42 | \$7,981.08 | \$8,180.61 | \$8,385.13 | \$8,594.76 | \$8,809.62 |
| P 135 | Accounting Technician | 00 | \$6,718.39 | \$6,886.35 | \$7,058.51 | \$7,234.97 | \$7,415.84 | \$7,601.24 | \$7,791.27 | \$7,986.05 | \$8,185.70 | \$8,390.35 |
| | | 01 | \$6,886.35 | \$7,058.51 | \$7,234.97 | \$7,415.84 | \$7,601.24 | \$7,791.27 | \$7,986.05 | \$8,185.70 | \$8,390.35 | \$8,600.10 |
| | | 02 | \$7,054.31 | \$7,230.67 | \$7,411.43 | \$7,596.72 | \$7,786.64 | \$7,981.30 | \$8,180.83 | \$8,385.35 | \$8,594.99 | \$8,809.86 |
| P 141 | Engineering Technician | 00 | \$7,030.65 | \$7,206.42 | \$7,386.58 | \$7,571.24 | \$7,760.52 | \$7,954.54 | \$8,153.40 | \$8,357.24 | \$8,566.17 | \$8,780.32 |
| | | 01 | \$7,206.42 | \$7,386.58 | \$7,571.24 | \$7,760.52 | \$7,954.54 | \$8,153.40 | \$8,357.24 | \$8,566.17 | \$8,780.32 | \$8,999.83 |
| | | 02 | \$7,382.18 | \$7,566.74 | \$7,755.91 | \$7,949.80 | \$8,148.55 | \$8,352.26 | \$8,561.07 | \$8,775.10 | \$8,994.47 | \$9,219.34 |
| P 143 | Accountant | 00 | \$7,391.03 | \$7,575.80 | \$7,765.20 | \$7,959.33 | \$8,158.31 | \$8,362.27 | \$8,571.32 | \$8,785.61 | \$9,005.25 | \$9,230.38 |
| | | 01 | \$7,575.80 | \$7,765.20 | \$7,959.33 | \$8,158.31 | \$8,362.27 | \$8,571.32 | \$8,785.61 | \$9,005.25 | \$9,230.38 | \$9,461.14 |
| | | 02 | \$7,760.58 | \$7,954.59 | \$8,153.46 | \$8,357.29 | \$8,566.23 | \$8,780.38 | \$8,999.89 | \$9,224.89 | \$9,455.51 | \$9,691.90 |
| P 145 | Chemist I Environ. Compliance Specialist I | 00 | \$7,437.94 | \$7,623.89 | \$7,814.49 | \$8,009.85 | \$8,210.10 | \$8,415.35 | \$8,625.73 | \$8,841.37 | \$9,062.41 | \$9,288.97 |
| | | 01 | \$7,623.89 | \$7,814.49 | \$8,009.85 | \$8,210.10 | \$8,415.35 | \$8,625.73 | \$8,841.37 | \$9,062.41 | \$9,288.97 | \$9,521.19 |
| | | 02 | \$7,809.84 | \$8,005.08 | \$8,205.21 | \$8,410.34 | \$8,620.60 | \$8,836.11 | \$9,057.02 | \$9,283.44 | \$9,515.53 | \$9,753.42 |

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*Note : 00 designates base range. 01 designates base range plus 2.5% longevity adjustment for employees with between 10-15 years of service.

Subrange 02 designates base range plus 5% longevity adjustment for employees with 15 or more years of service.

Approved: _____ **Dr. Sean Wright, Board Secretary**

Date: _____

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| RANGE | CLASSIFICATIONS | Note | A | B | C | D | E | F | G | H | I | J |
|-------|---|------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| P 146 | Junior Engineer | 00 | \$7,455.05 | \$7,641.42 | \$7,832.46 | \$8,028.27 | \$8,228.98 | \$8,434.70 | \$8,645.57 | \$8,861.71 | \$9,083.25 | \$9,310.33 |
| | | 01 | \$7,641.42 | \$7,832.46 | \$8,028.27 | \$8,228.98 | \$8,434.70 | \$8,645.57 | \$8,861.71 | \$9,083.25 | \$9,310.33 | \$9,543.09 |
| | | 02 | \$7,827.80 | \$8,023.49 | \$8,224.08 | \$8,429.68 | \$8,640.42 | \$8,856.44 | \$9,077.85 | \$9,304.79 | \$9,537.41 | \$9,775.85 |
| P 147 | Program Analyst I | 00 | \$7,797.48 | \$7,992.42 | \$8,192.23 | \$8,397.04 | \$8,606.96 | \$8,822.14 | \$9,042.69 | \$9,268.76 | \$9,500.48 | \$9,737.99 |
| | | 01 | \$7,992.42 | \$8,192.23 | \$8,397.04 | \$8,606.96 | \$8,822.14 | \$9,042.69 | \$9,268.76 | \$9,500.48 | \$9,737.99 | \$9,981.44 |
| | | 02 | \$8,187.36 | \$8,392.04 | \$8,601.84 | \$8,816.89 | \$9,037.31 | \$9,263.25 | \$9,494.83 | \$9,732.20 | \$9,975.50 | \$10,224.89 |
| P 148 | Construction Inspector Buyer | 00 | \$7,832.44 | \$8,028.25 | \$8,228.96 | \$8,434.68 | \$8,645.55 | \$8,861.69 | \$9,083.23 | \$9,310.31 | \$9,543.07 | \$9,781.65 |
| | | 01 | \$8,028.25 | \$8,228.96 | \$8,434.68 | \$8,645.55 | \$8,861.69 | \$9,083.23 | \$9,310.31 | \$9,543.07 | \$9,781.65 | \$10,026.19 |
| | | 02 | \$8,224.06 | \$8,429.67 | \$8,640.41 | \$8,856.42 | \$9,077.83 | \$9,304.77 | \$9,537.39 | \$9,775.83 | \$10,020.22 | \$10,270.73 |
| P 152 | Chemist II Environ. Compliance Specialist II | 00 | \$8,181.81 | \$8,386.36 | \$8,596.02 | \$8,810.92 | \$9,031.19 | \$9,256.97 | \$9,488.40 | \$9,725.61 | \$9,968.75 | \$10,217.97 |
| | | 01 | \$8,386.36 | \$8,596.02 | \$8,810.92 | \$9,031.19 | \$9,256.97 | \$9,488.40 | \$9,725.61 | \$9,968.75 | \$10,217.97 | \$10,473.41 |
| | | 02 | \$8,590.91 | \$8,805.68 | \$9,025.82 | \$9,251.47 | \$9,482.75 | \$9,719.82 | \$9,962.82 | \$10,211.89 | \$10,467.18 | \$10,728.86 |
| P 154 | Computer Analyst Program Analyst II | 00 | \$8,577.23 | \$8,791.66 | \$9,011.45 | \$9,236.74 | \$9,467.66 | \$9,704.35 | \$9,946.96 | \$10,195.63 | \$10,450.52 | \$10,711.78 |
| | | 01 | \$8,791.66 | \$9,011.45 | \$9,236.74 | \$9,467.66 | \$9,704.35 | \$9,946.96 | \$10,195.63 | \$10,450.52 | \$10,711.78 | \$10,979.58 |
| | | 02 | \$9,006.09 | \$9,231.24 | \$9,462.02 | \$9,698.58 | \$9,941.04 | \$10,189.57 | \$10,444.30 | \$10,705.41 | \$10,973.05 | \$11,247.37 |
| P 156 | Chemist III | 00 | \$8,590.91 | \$8,805.69 | \$9,025.83 | \$9,251.47 | \$9,482.76 | \$9,719.83 | \$9,962.83 | \$10,211.90 | \$10,467.19 | \$10,728.87 |
| | | 01 | \$8,805.69 | \$9,025.83 | \$9,251.47 | \$9,482.76 | \$9,719.83 | \$9,962.83 | \$10,211.90 | \$10,467.19 | \$10,728.87 | \$10,997.10 |
| | | 02 | \$9,020.46 | \$9,245.97 | \$9,477.12 | \$9,714.05 | \$9,956.90 | \$10,205.82 | \$10,460.97 | \$10,722.49 | \$10,990.55 | \$11,265.32 |
| P 160 | Recycled Water Coordinator | 00 | \$8,684.18 | \$8,901.28 | \$9,123.82 | \$9,351.91 | \$9,585.71 | \$9,825.35 | \$10,070.99 | \$10,322.76 | \$10,580.83 | \$10,845.35 |
| | | 01 | \$8,901.28 | \$9,123.82 | \$9,351.91 | \$9,585.71 | \$9,825.35 | \$10,070.99 | \$10,322.76 | \$10,580.83 | \$10,845.35 | \$11,116.48 |
| | | 02 | \$9,118.39 | \$9,346.35 | \$9,580.01 | \$9,819.51 | \$10,064.99 | \$10,316.62 | \$10,574.54 | \$10,838.90 | \$11,109.87 | \$11,387.62 |
| P 164 | Assistant Engineer | 00 | \$9,195.37 | \$9,425.26 | \$9,660.89 | \$9,902.41 | \$10,149.97 | \$10,403.72 | \$10,663.81 | \$10,930.41 | \$11,203.67 | \$11,483.76 |
| | | 01 | \$9,425.26 | \$9,660.89 | \$9,902.41 | \$10,149.97 | \$10,403.72 | \$10,663.81 | \$10,930.41 | \$11,203.67 | \$11,483.76 | \$11,770.85 |
| | | 02 | \$9,655.14 | \$9,896.52 | \$10,143.93 | \$10,397.53 | \$10,657.47 | \$10,923.90 | \$11,197.00 | \$11,476.93 | \$11,763.85 | \$12,057.95 |
| P 165 | Program Analyst III | 00 | \$9,434.96 | \$9,670.84 | \$9,912.61 | \$10,160.42 | \$10,414.43 | \$10,674.79 | \$10,941.66 | \$11,215.20 | \$11,495.59 | \$11,782.97 |
| | | 01 | \$9,670.84 | \$9,912.61 | \$10,160.42 | \$10,414.43 | \$10,674.79 | \$10,941.66 | \$11,215.20 | \$11,495.59 | \$11,782.97 | \$12,077.55 |
| | | 02 | \$9,906.71 | \$10,154.38 | \$10,408.24 | \$10,668.44 | \$10,935.15 | \$11,208.53 | \$11,488.75 | \$11,775.97 | \$12,070.36 | \$12,372.12 |
| P 170 | Operations Supervisor Maintenance Supervisor | 00 | \$10,204.17 | \$10,459.27 | \$10,720.76 | \$10,988.77 | \$11,263.49 | \$11,545.08 | \$11,833.71 | \$12,129.55 | \$12,432.79 | \$12,743.61 |
| | | 01 | \$10,459.27 | \$10,720.76 | \$10,988.77 | \$11,263.49 | \$11,545.08 | \$11,833.71 | \$12,129.55 | \$12,432.79 | \$12,743.61 | \$13,062.20 |
| | | 02 | \$10,714.38 | \$10,982.24 | \$11,256.79 | \$11,538.21 | \$11,826.67 | \$12,122.34 | \$12,425.39 | \$12,736.03 | \$13,054.43 | \$13,380.79 |
| P 176 | Associate Engineer | 00 | \$10,663.83 | \$10,930.43 | \$11,203.69 | \$11,483.78 | \$11,770.87 | \$12,065.14 | \$12,366.77 | \$12,675.94 | \$12,992.84 | \$13,317.66 |
| | | 01 | \$10,930.43 | \$11,203.69 | \$11,483.78 | \$11,770.87 | \$12,065.14 | \$12,366.77 | \$12,675.94 | \$12,992.84 | \$13,317.66 | \$13,650.60 |
| | | 02 | \$11,197.02 | \$11,476.95 | \$11,763.87 | \$12,057.97 | \$12,359.42 | \$12,668.40 | \$12,985.11 | \$13,309.74 | \$13,642.48 | \$13,983.55 |

*Note : 00 designates base range. 01 designates base range plus 2.5% longevity adjustment for employees with between 10-15 years of service.

Subrange 02 designates base range plus 5% longevity adjustment for employees with 15 years or more of service.

Approved: _____ Dr. Sean Wright, Board Secretary

Date: _____

DELTA DIABLO

**SECTION V - PART TIME & TEMPORARY CLASSIFICATIONS
HOURLY SALARY RANGES (Effective June 11, 2020)**

| RANGE | CLASSIFICATIONS | A | B | C | D | E | F | G | H | I | J |
|--------------|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| N/A | Co-op Student - Laboratory | \$15.00 | - | - | - | - | - | - | - | - | \$18.00 |
| FPRA | Finance Professional/Retired Annuitant | \$64.87 | \$66.50 | \$68.16 | \$69.86 | \$71.61 | \$73.40 | \$75.23 | \$77.11 | \$79.04 | \$81.02 |

Note: Classifications are unrepresented, temporary, and not eligible for group health benefits.

Approved: _____ **Dr. Sean Wright, Board Secretary**

Date: _____



MEMORANDUM

Date: June 3, 2020

To: Federal Glover, Personnel Committee Chair

From: Dean Eckerson, Resource Recovery Services Director

SUBJECT: DRAFT “MITIGATING IMPACTS OF COVID-19 IN THE WORKPLACE” POLICY

RECOMMENDATIONS

- Review and comment on the draft “Mitigating COVID-19 Impacts in the Workplace” policy.
- Recommend consideration of a resolution to adopt the policy at the Board Meeting on June 10, 2020.

BACKGROUND

As reported to the Board in April and May 2020, the District has proactively implemented a broad range of preventive and protective measures to ensure the continued safety of its employees in the workplace during the current COVID-19 pandemic. The General Manager is responsible for identifying, directing, and implementing necessary measures to mitigate the impacts of COVID-19, while continuing to provide essential wastewater collection and treatment services in meeting the District’s core mission of protecting public health and the environment. On April 8, 2020, the Board reaffirmed the General Manager’s authority to administer all staffing changes, designate employees as “essential” and “non-essential,” and implement other personnel actions necessary to maintain District operations, while also approving additional spending authority to address COVID-19 impacts.

ANALYSIS

In order to reinforce the importance of protecting employee health and safety throughout the COVID-19 pandemic, staff is recommending adoption of a Board policy that highlights many of the mitigative measures already implemented by the District, while providing a foundation for future staff communications on COVID-19. The policy would serve as an important reference document for all District employees as the District continues to navigate the COVID-19 pandemic over the next few months. The General Manager would continue to administer and develop all necessary associated procedures, protocols, and communications in support of the policy. The policy includes requirements in the following key areas:

- Social Distancing
- Cloth Face Coverings
- Personal Hygiene
- Enhanced Cleaning and Disinfecting
- Personal Protective Equipment
- Self-check Symptom Monitoring, Testing
- Positive Test Result and Follow-up Exposure Investigations

- Public Access and District Services
- Communication and Training
- Signage and Notices
- Employee Leave and Compensation under FFCRA

As initial “shelter-in-place” restrictions are progressively reduced at the state and local county level, the District is in the early stages of “return-to-work” planning to ensure a thoughtful, well-considered, and phased transition of District employees that is protective of the health and safety of employees and meets federal, state, and local agency requirements. Although the District is currently implementing changes to staffing plans in operations and maintenance (O&M) that will increase on-site presence to support resource and workload needs and reduce cumulative impacts associated with modified shift schedules (e.g., 12-hour shifts, 7 days in a row), the return of non-O&M/laboratory staff will be methodically transitioned consistent with state and local county health order requirements.

The District met with representatives from all three bargaining units on May 28, 2020 and June 1, 2020 to review the draft policy and provide responses to comments. The District will continue to meet with bargaining unit representatives to discuss workforce planning issues and considerations during the COVID-19 pandemic.

Attachment

Draft “Mitigating COVID-19 Impacts in the Work Environment” Policy



Mitigating COVID-19 Impacts in the Workplace

DRAFT Policy 1080

Effective: June 11, 2020
Supersedes: N/A

It is the policy of Delta Diablo (District) to: Protect the health and safety of its employees and members of the public at District facilities by implementing necessary preventive measures to mitigate potential impacts associated with coronavirus (COVID-19) in the workplace.

Purpose The purpose of this policy is to affirm the District’s commitment to continuing to provide a safe work environment during the COVID-19 global pandemic and local county “shelter-in-place” (SIP) restrictions. This policy shall remain in effect throughout the presence of a continuing SIP Order (or similar order). Additional mitigation measures beyond the policy requirements described herein may be implemented by the General Manager as necessary to mitigate COVID-19 impacts in the workplace.

Roles and Responsibilities

General Manager: 1) Administer policy requirements; 2) ensure compliance with federal, state, and local COVID-19 requirements; 3) determine which applicable policy requirements will continue to be implemented if the county SIP order is rescinded; and 4) implement additional protective measures if elevated COVID-19 risks are present or required by County Order.

Department Directors: 1) Support administration and direct implementation of policy requirements and associated procedures; and 2) identify, recommend, and implement (following approval by General Manager) adjustments to mitigation measures based on guidance changes, and new developments and/or information.

Managers and Supervisors: 1) Ensure staff awareness and adherence to policy and associated supporting documentation and communications, and 2) assist in identifying and recommending adjustments to mitigation measures.

Safety Manager: 1) Ensure timely communications of preventive measures to all employees; 2) provide regular updates and training to staff on safety requirements; 3) support resolution of specific safety concerns; and 4) review applicable federal, state, and local health orders and recommend changes.

Human Relations and Risk Manager: Support policy administration and compliance with legal, regulatory, and statutory requirements.

All Employees: 1) Maintain awareness and conform with policy requirements and associated supporting documentation and communications; and 2) continue to share concerns and ideas to implement enhanced mitigation measures, as necessary.

Policy Requirements These policy requirements are intended to capture many of the preventive measures instituted by the District as part of its initial response to COVID-19, while establishing additional requirements that may be necessary to maintain a safe working environment for the extended COVID-19 pandemic timeframe. The District will ensure that associated procedures, protocols, and

Policy Requirements (cont'd)

communications are consistent with federal, state, and local agency requirements, including the Contra Costa Health Services, California Department of Public Health, Centers for Disease Control and Prevention, and California Occupational Safety and Health Administration.

Social Distancing

- Ensure employees and members of the public maintain minimum specified social distancing requirements (e.g., 6 feet) between themselves and any other person at all times, except for employees whose job duties require unavoidable close contact with others.
- Utilize phone, conference, and video calls, or emails, whenever possible, and in lieu of in-person interactions. If in-person interactions are required, limit these discussions (e.g., less than 5 minutes) and maintain minimum social distancing requirements, whenever possible.
- When modifying congested work areas to meet social distancing requirements, utilize teleworking for designated staff, reconfigured work areas, alternating in-office schedules, and/or staggered work times.
- Reduce and observe maximum occupancies in common areas, including conference/meeting rooms, lunchrooms, locker rooms, restrooms, shared work areas, lobbies, vehicles, and elevators, to ensure minimum social distancing requirements are met.
- Maintain an updated version of the District's Social Distancing Protocol and provide regular communications to employees when updates are made.
- Suspend non-essential travel on District business unless approved by the General Manager.

Cloth Face Coverings

- Require all employees to use a cloth face covering at work under specified conditions.
- Provide a supply of cloth face coverings to employees, who will be responsible for regular cleaning of the face coverings.
- Maintain updated requirements for use of cloth face coverings and regularly communicate these requirements to District employees.
- Require all members of the public to wear a cloth face covering when entering and inside District facilities or interacting with employees.

Personal Hygiene

- Communicate and reinforce best practices regarding personal hygiene to all employees.
- Ensure the availability of soap and water, hand sanitizer, or an effective disinfectant for employees and members of the public.

Enhanced Cleaning and Disinfecting

- Establish and implement targeted, routine cleaning and disinfecting procedures to reduce the potential for spreading of COVID-19, including common areas, public access areas, and "hot spot" locations.

Policy Requirements (cont'd)

- Conduct intensive cleaning of affected work and common areas in response to known positive COVID-19 employee test results and/or associated potential exposures.
- Ensure the availability of cleaning and disinfecting materials and supplies for employee use.

Personal Protective Equipment (PPE)

- Ensure an adequate supply of appropriate PPE is procured and maintained to support critical District work activities.

Self-check Symptom Monitoring, Testing

- Define conditions to conduct COVID-19 symptom checks before allowing employees to enter District facilities in accordance with applicable guidance and legal requirements, including medical privacy rights. This may include recommending that employees check their temperature themselves before the beginning of each workday.
- Inform employees regarding the availability of COVID-19 testing services provided by local counties.

Positive Test Result and Follow-up Exposure Investigations

- Establish “close contact” tracking and reporting procedures to support follow-up investigations by the local County Health Officer of potentially-exposed individuals following identification of a positive COVID-19 test result for an employee.
- Work with local County Health Officer to conduct close-contact follow up investigations and associated response actions following positive COVID-19 test(s) in the workplace.
- Conduct intensive cleaning of affected work and common areas in response to known positive COVID-19 employee test results and/or associated potential exposures.

Public Access and District Services

- Implement adaptive measures in public access areas (e.g., Delta Household Hazardous Waste Collection Facility, permit counter, administration building entrances) to protect employees and members of the public while providing associated District services.
- In addition to face coverings and social distancing, these measures may include reduced hours of operation, appointments, and occupancy limits.
- If deemed necessary by the General Manager due to heightened risk conditions, temporarily suspend public access to District facilities and provision of associated services.

Communication and Training

- Ensure broad organizational communication, awareness, and training regarding policy requirements and specific employee responsibilities in helping to mitigate the potential spread of COVID-19 in the workplace.

Policy Requirements (cont'd)

Signage and Notices

- Post applicable signage and notices at high-traffic and designated public entrances to District facilities to inform all employees and members of the public regarding precautionary measures required for all individuals entering District facilities, including (but not limited to) face coverings, social distancing, and symptom-free only access conditions.

Employee Leave and Compensation under FFCRA

- Inform employees of available leave and compensation benefits under the Families First Coronavirus Response Act (FFCRA) related to qualified COVID-19-related conditions.
-

Authority

Adopted by Board Resolution No. XXXXX, June 10, 2020