



MOUNTAIN REGIONAL WATER
SPECIAL SERVICE DISTRICT

MEMORANDUM

To: Summit County Council

From: Lisa Hoffman, CFO

Date: April 2, 2020

Subject: Personnel & Administrative Policy Revisions

Background

Summit County approved several updates to their Personnel Policies in October 2019 which prompted the District to review and incorporate applicable updates to District Personnel Policies. The detailed red-line changes to those sections of the Personnel Policies are included behind this memo and below you will find a summary of the significant changes.

The District is also recommending two changes to its Administrative Policies. First, the cell phone and internet reimbursement. Second, the addition of Tax and Disclosure Compliance Procedures. In addition, there are a few other minor clean-up edits included. The detailed red-line changes to the document are included behind this memo and a summary of the two significant changes are listed below.

All revisions have been reviewed by the District's Administrative Control Board and are being recommended to the County Council for adoption. In addition, the Personnel Policies have been reviewed by Brian Bellamy and the Administrative Policies have been reviewed by Dave Thomas. Their corresponding revisions and comments have been incorporated.

Personnel Policies

- Sections 8.M: Additional Assignment
 - A Summit County update which allows for a temporary increase in base pay, between 2%-5%, when additional assignments are allocated to an employee, beyond the scope of their current job description.
- Section 8.O.4: Annual Bonus Program
 - The District's Administrative Control Board is recommending an increase to the annual bonus maximum from \$1,000 to \$1,500

- Section 9.C.2: Continuation of Benefits
 - A Summit County change providing a deceased employee's dependents up to four months of COBRA coverage, paid for by the District.
- Section 9.D: General Group Insurance Programs
 - A Summit County change providing additional clarity on the difference between Short Term Disability and Long Term Disability. For clarification purposes only, no change to current ST or LT Disability plans.
- Section 9.G.9: Vacation
 - A Summit County change providing newly hired employees a vacation accrual credit for prior work experience. For employees hired after October 2014 to the adoption of this policy, the employee may receive one year of vacation accrual credit for every two years of prior work experience, not to exceed the amounts awarded to current employees in the second tier (6-10 year) period. The determination of the vacation credit will be made by the General Manager and the Personnel Director.
- Section 9.Q.1: Retirement
 - A Summit County change providing clarity on years of service credit for employees on Worker's Comp, Short Term and Long Term Disability.
- Section 17.C: Worksite Wellness Physical Activity and Nutrition
 - A Summit County addition providing for a commitment to the wellbeing of employees by offering a thirty minute paid physical activity break up to three times a week as well as other activity suggestions.

Administrative Policies

- Section 12.3: Cell Phone Usage
 - District management recommends no longer administering a cell phone plan, but instead providing a monthly reimbursement, as determined by the General Manager. The monthly reimbursement amount recommended is \$75.00. The District currently provides a \$55.00 reimbursement for non-District cell phone plans, the additional \$20.00 is to cover hardware cost for the phone (free phone options are currently available to all District employees; this benefit will be eliminated as the District moves away from administering a cell phone plan).
- Section 12.4: Internet Connection Allowance
 - The District currently provides a monthly internet allowance for designated employees. District management recommends eliminating this allowance.
- Section 13: Tax and Disclosure Compliance Procedures
 - During the District's bond refunding in October 2019, it was recommended more detailed policies be put in place surrounding disclosure and compliance procedures for bonds issued. Randy Larsen, the District's bond attorney, provided Appendix A, which will now be included as Section 13 of the District's Administrative Policies. These

procedures more clearly define the disclosure, compliance and monitoring responsibilities for tax-exempt as well as taxable bonds.

Recommended Action

The District's Administrative Control Board recommends the Summit County Council approve the revised District Administrative Policies and Personnel Policies.

Upon approval by the Summit County Council, District management will hold a meeting to review and discuss all changes with employees.