

AGENDA ITEM 5 B  
(Consent Item)

**MEMORANDUM**

**DATE:** July 3, 2008

**TO:** El Dorado County Transit Authority

**FROM:** Mindy Jackson, Executive Director

**SUBJECT:** Fiscal Year 2008/2009 Salary Schedule and Contributions of Health Benefits for Management Employee Group

**REQUESTED ACTION:**

**BY MOTION,**

- 1. Adopt Resolution No. 08-10 Authorizing the Agency Contributions towards Health Plan for Management Employees**
- 2. Adopt Resolution No. 08-11 Authorizing Approval of 2008/2009 Personnel Salary Schedule for Management Employees**

**BACKGROUND**

The designation of salaries for the El Dorado County Transit Authority (El Dorado Transit) is established annually by resolution in accordance with Article 6 of the El Dorado County Transit Authority Personnel Policies and Procedures.

Management classifications within El Dorado Transit include the Administrative Services/Human Resources Manager, Fiscal Administration Manager and Operations Manager. The El Dorado Transit board designated the Executive Director as the negotiator to discuss wages and benefits with the three (3) employees in management positions.

The Executive Director met with management employees from February 2008 through June 2008 to discuss salaries and benefits.

## **DISCUSSION**

### ***1. Adoption of Resolution No. 08-10 Defining Agency Contributions for Health Insurance***

El Dorado Transit currently offers a health plan that includes medical coverage through the California Public Employees Retirement Systems (CalPERS). Premium rates for calendar year 2009 are currently not published.

Resolution No. 08-10 if adopted, will maintain the current premium contribution by El Dorado Transit and share 80% of any adjustment for the 2009 calendar year premium for health care benefits. Medical insurance premium cost-share formula is benchmarked at the 2008 PERS Choice Plan (or equivalent) for management employees.

### ***2. Adoption of Resolution No. 08-11 Salary Schedule for Fiscal Year 2008/2009 for Management employees***

#### *Salary Adjustments*

The proposed salary schedule includes salary adjustments of a 7% increase for the Administrative Services/Human Resources Manager classification; 3.7% increase for the Fiscal Administrative Manager classification and 3.7% increase for the Operations Manager classification.

## **FISCAL IMPACT**

All costs associated with Resolutions 08-10 and 08-11 are included in the adopted operating budget for fiscal year 2008/2009.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 08-10**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EL DORADO COUNTY TRANSIT AUTHORITY DEFINING  
2009 CALENDAR YEAR CONTRIBUTIONS FOR HEALTH PREMIUM  
BENEFITS FOR UNREPRESENTED MANAGEMENT EMPLOYEES

**WHEREAS**, El Dorado County Transit Authority (El Dorado Transit) has unrepresented management employees; and

**WHEREAS**, El Dorado County Transit Authority Personnel Policies and Procedures Manual Article 14 – Employee Benefits/Insurance Plans allows El Dorado Transit to adjust contributions based upon budgetary constraints and fluctuating health care costs; and

**WHEREAS**, El Dorado Transit contracts with the California Public Employees' Retirement system ("CalPERS") to provide health care benefits for its employees.

**WHEREAS**, El Dorado Transit provides dental and vision insurance through separate carriers, and

**NOW, THEREFORE BE IT RESOLVED**, that El Dorado Transit shall provide the following contribution levels toward health plan premiums for the unrepresented management employees of El Dorado Transit from January 1, 2008 through December 31, 2008:

FULL-TIME REGULAR EMPLOYEES	
Employee Only	\$ 534.57
Employee + One	\$1,051.42
Employee + Two or More	\$1,409.12

**BE IT FURTHER RESOLVED**, that El Dorado Transit shall provide 80% of any adjustment of the 2009 calendar year premium for health care benefits benchmarked at the 2008 PERS Choice Plan (or equivalent) for the unrepresented management employees.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 3rd day of July 2008, by the following vote of said Board.

AYES:

NOES:

ABSTAIN:

ABSENT:

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James. R. (Jack) Sweeney, Chair

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Mindy Jackson, Executive Director

APPROVED AS TO FORM:

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Barbara McDonald, Secretary to the EDCTA Board

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 08-11**

RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE EL DORADO COUNTY TRANSIT AUTHORITY  
AUTHORIZING THE APPROVAL OF FISCAL YEAR  
2008/2009 PERSONNEL SALARY SCHEDULE FOR  
UNREPRESENTED MANAGEMENT PERSONNEL

**WHEREAS**, Article 6 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual (Manual) provides that a salary schedule shall be established by Resolution of the Board of Directors of the EDCTA; and

**WHEREAS**, the Manual further states “The monthly salary rates are also listed for the purpose of convenience in quotation of monthly salaries and computations for purposes of paying employees shall be on the basis of hourly rates;” and

**WHEREAS**, the designated negotiator met with unrepresented management employees regarding the salary adjustment; and

**WHEREAS**, salary adjustments have been made to the salary schedule for the unrepresented management employees; and

**NOW, THEREFORE, BE IT RESOLVED**, that the following attached salary schedule is authorized by the Board of Directors of the El Dorado County Transit Authority effective the first pay date of July 2008.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 3rd day of July 2008, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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James R. (Jack) Sweeney, EDCTA Chair

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Mindy Jackson, Executive Director

APPROVED AS TO FORM

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Barbara McDonald, EDCTA Secretary

**El Dorado County Transit Authority**  
**PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2008/2009**

JOB CLASSIFICATION	SALARY STEPS						
	1	2	3	4	5	6	7
ADMINISTRATIVE SERVICES / HUMAN RESOURCES MANAGER - UR / C / M	21.40 3,709.33	22.47 3,894.80	23.59 4,089.63	24.77 4,294.16	26.01 4,508.92	27.31 4,734.43	28.68 4,971.20
FISCAL ADMINISTRATION MANAGER - UR / C / M	20.18 3,497.87	21.19 3,672.76	22.25 3,856.49	23.36 4,049.41	24.53 4,252.04	25.76 4,464.72	27.05 4,687.97
OPERATIONS MANAGER - UR / C / M	27.18 4,711.20	28.54 4,946.76	29.97 5,194.11	31.47 5,453.93	33.04 5,726.76	34.69 6,013.11	36.43 6,313.84

UR = Unrepresented  
C = Confidential  
M = Management