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STANDING PERSONNEL COMMITTEE MEETING

AUGUST 8, 2019 – 9:00 A.M.

RecycleSmart Offices
1850 Mt. Diablo Blvd., Ste. 320
Walnut Creek, CA 94596

1. CALL TO ORDER

2. PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA

If you would like to address the Committee, please complete a speaker’s card and submit it to the Secretary of the Board. When addressing the Committee, please state your name and address for the record. There is a three-minute limit to present your information. (The Committee Chair may direct questions to any member of the audience as appropriate at any time during the meeting.)

3. ACTION ITEMS

a. Cost of Living Adjustment (COLA) Policy*

Review and provide direction to Staff on the COLA Policy and forward to the full Board for approval.

4. COMMITTEE COMMUNICATIONS AND ANNOUNCEMENTS

5. ADJOURNMENT

ADDRESSING THE COMMITTEE ON AN ITEM ON THE AGENDA

Persons wishing to speak on PUBLIC HEARINGS and OTHER MATTERS listed on the agenda will be heard when the Chair calls for comments from the audience, except on public hearing items previously heard and closed to public comment. The Chair may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comment and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

ADDRESSING THE COMMITTEE ON AN ITEM NOT ON THE AGENDA

In accordance with State law, the Committee is prohibited from discussing items not calendared on the agenda. For that reason, members of the public wishing to discuss or present a matter to the Committee other than a matter which is on the Agenda are requested to present the matter in writing to RecycleSmart Board Secretary at least one week prior to a regularly scheduled Board meeting date. If you are unable to do this, you may make an announcement to the Committee of your concern under PUBLIC COMMENTS. Matters brought up which are not on the agenda may be referred to staff for action or calendared on a future

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans With Disabilities Act and California Law, it is the policy of the Central Contra Costa Solid Waste Authority dba RecycleSmart to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require special accommodations to participate, please contact RecycleSmart Board Secretary at least 48 hours in advance of the meeting at (925) 906-1801.



Agenda Report

TO: CCCSWA PERSONNEL COMMITTEE
FROM: KEN ETHERINGTON, EXECUTIVE DIRECTOR
WENDY NELSON, FINANCE MANAGER/CONTROLLER
DATE: AUGUST 8, 2019

SUBJECT: COST OF LIVING ADJUSTMENT (COLA) POLICY

SUMMARY

At the Finance Committee meeting on April 10, 2019, the Committee directed Staff to provide the current CCCSWA Cost of Living (COLA) Policy (revised September 2016) to the Personnel Committee for review and discussion.

RECOMMENDED ACTION

1. Review and provide direction to Staff on the COLA Policy and forward to the full Board for approval.

DISCUSSION

At the request of the Finance Committee, Staff is presenting to the Personnel Committee, the current CCCSWA COLA Policy (Attachment A) for review. The current policy was approved by the Board of Directors at their September 2016 meeting. Attachment B is the COLA policies of Member Agencies that are not covered by collective bargaining agreements. The Finance Committee also requested that the Contra Costa Transportation Authority Policy be included as a reference.

The COLA Policy states that the Personnel Committee will meet annually to consider a COLA for all CCCSWA employees. Any COLA recommendations by the Committee would then be presented to the Finance Committee for possible inclusion in the annual draft budget. The Board of Directors may accept, modify or reject any recommended COLA included in the budget.

ATTACHMENTS

- A. Annual COLA and Salary Step Increase Policy
- B. COLA Policy Comparisons

CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY

POLICY TITLE: Annual COLA and Salary Step Increase Policy

A. Cost of Living Adjustment

1. Prior to the Board's annual budget review in May of each year, staff will meet with the Personnel Committee for their consideration of a Cost of Living Adjustment (COLA).
2. Any recommended COLA by the Personnel Committee will be presented to the Finance Committee for possible inclusion in the draft budget that would be forwarded to the Board of Directors for consideration.
3. The Board of Directors may accept, modify or reject any recommended COLA included in the draft budget.

B. Merit Step Increases

1. Eligible employees may receive an annual merit step increase to the next step in the salary range for their position (as shown on the Board approved Salary Schedule) upon receipt of a satisfactory performance evaluation by the Executive Director. Approved merit step increases will become effective on the first day of the pay period following the employee's anniversary date.

C. Salary Survey

1. A salary survey of like agencies will be conducted every three years to assure that RecycleSmart employee compensation is within the salary ranges of the industry. The survey results and any recommended adjustments will be presented to the Personnel Committee for consideration.

Salary Range Adjustment Policies on Selected Agencies

City/Agency	Source	Salary Range Adjustment Method
Town of Danville	Section 4.4 - Personnel Policies and Procedures	Salary range adjustments are proposed by the Town Manager and approved by the Town Council and are intended to reflect changes in the cost of living, and other economic and market factors applicable to an employee's classification. Occasional salary surveys are conducted.
City of Lafayette	Section 3.5 - Personnel Rules	Odd years - salary survey conducted. Even years - salary ranges adjusted by a % equal to the % change in the annual Bay Area CPI-W (December of the previous year), not to exceed 2.5%.
Contra Costa Transportation Authority	Resolution 18-22-A - Compensation Plan July 1, 2018 - June 30, 2021	Adjusted annually based on the prior 12-month December % change in CPI-U for all urban wage earners of the San Francisco-Oakland-San Jose, California region, not to exceed 3.5%, unless amended by the Board. Salary survey conducted approximately every three years.