



**WEST VALLEY WATER DISTRICT  
855 W. Base Line Road Rialto, CA**

**HUMAN RESOURCES COMMITTEE MEETING  
AGENDA**

**MONDAY, JUNE 17, 2019 - 6:00 PM**

**NOTICE IS HEREBY GIVEN** that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

**I. CONVENE MEETING**

**II. PUBLIC PARTICIPATION**

*The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.*

**III. DISCUSSION ITEMS**

- a. Update for Human Resources Committee
- b. Incentive Stipend for Water Certifications and Education Degrees.
- c. Training Reimbursement Policy Discussion

**IV. ADJOURN**

**DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee meeting agenda at the District offices on June 14, 2019**

A handwritten signature in blue ink that reads "Crystal L. Escalera". The signature is written in a cursive style and is positioned above a horizontal line.

**Crystal L. Escalera, Board Secretary**



**BOARD OF DIRECTORS  
HUMAN RESOURCES COMMITTEE  
STAFF REPORT**

**DATE:** June 17, 2019  
**TO:** Human Resources Committee  
**FROM:** Clarence Mansell Jr., General Manager  
**SUBJECT:** INCENTIVE STIPEND FOR WATER CERTIFICATIONS AND EDUCATION DEGREES

---

**BACKGROUND:**

On July of 2017, the Board of Directors approved incentive pay for Operator Certification and Education pay. The incentive pay was to motivate employees to pursue higher certifications (D3 and T3 and above and college degrees) and to retain and attract current and future employees. Since 2017, employees have not participated in a differential incentive pay program and the District would like to establish a set policy for incentive pay for all district employees that have certifications above what is required for their job classifications.

WVWD Human Resources department conducted a survey of local water districts to determine if other districts provide a financial incentive to employees to gain water certifications. The research was conducted using other water district's Memorandum of Understandings (MOUs) publicly posted on their official website. A total of fourteen water district websites were reviewed, results are included as an attachment. The study found that a few Southern California water districts do provide a financial stipend to employees for completing water certifications. The stipends range from an annually repeating \$100 stipend up to a one-time stipend of \$2,000. Results also showed that in one case, the certification received had to be above that required by the current position / job description. At no time during the research was it found that an employee would receive an actual increase in their hourly rate (salary increase) due to obtaining a water certification.

**DISCUSSION:**

This topic is hereby presented for discussion to determine if WVWD wishes to institute a financial incentive to employees who receive water certifications in the form of a financial stipend. The following items are submitted for discussion:

- Is WVWD wanting to institute a financial stipend for employees gaining a water certification?
- If so, at what amount would the financial stipend be provided?
- Would the financial stipend be for any and all certification/degree received or would only those certifications received outside of what's required by the position / job description qualify?

- Should there be a cap on the financial stipend not to exceed in the case of multiple certifications received?
- Will an employee be required to have passed their initial new hire probation (six months) period in order to qualify for a financial stipend?
- Would stipends be provided at the time of the employee's annual evaluation?

In 2017, the following incentive pay was provided for the following:

**Certification**

D1	\$50
D2	\$75
D3	\$100
D4	\$125
D5	\$150
T1	\$50
T2	\$75
T3	\$100
T4	\$125
T5	\$150

**Degree**

AA/AS	\$50
BA/BS	\$100
Masters	\$125
Doctorate	\$150.00

**FISCAL IMPACT:**

Fiscal impact cannot yet be determined. Discussion must take place as to what parameters will be put into place regarding receipt of a water certification by an employee. Future fiscal impact will be determined by these factors.

**STAFF RECOMMENDATION:**

Discuss with Human Resources Committee and make recommendation for full board approval.

Respectfully Submitted,

*Clarence C. Mansell Jr.*

---

---

Clarence Mansell Jr, General Manager

DM:CE

**ATTACHMENT(S):**

1. Exhibit A -Stipend Analysis

# EXHIBIT A

### Water Certification Stipend Analysis Results

Water District Name	Location	Stipend	Notes
East Valley Water District	Highland	\$ 1,500.00	
The Metropolitan Water District of SoCal	Riverside	\$ -	No info found in MOU
San Bernardino Municipal Water District	San Bernardino	\$ -	No info found in MOU
Coachella Valley Water District	Coachella	\$ -	No info found in MOU
Cucamonga Valley Water District	Rancho Cucamonga	\$ -	Could not locate MOU
Eastern Municipal Water District	Perris	\$ -	No info found in MOU
Elsinore Valley MWD	Lake Elsinore	\$ 500.00	
Inland Empire Utilities Agency	Chino	\$ 2,000.00	
Mesa Water District	Costa Mesa	\$ 100.00	At end of each year for current certification above the minimum
Mojave Water District	Apple Valley	\$ -	No info found in MOU
West Basin MWD	Carson	\$ -	Could not locate MOU
Western Municipal Water District	Riverside	\$ -	Could not locate MOU
Yucaipa Valley Water District	Yucaipa	\$ -	No info found in MOU
Rialto Water / Veolia	Rialto	\$ -	Could not locate MOU