



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Peter Kampa, General Manager

**DATE:** October 8, 2024

**SUBJECT:** Agenda Item 4C: Adoption of a Resolution Authorizing the General Manager to Assign Staff Temporary Assignments and Pay Adjustments as Needed Within the Approved Salary Schedule, to Reflect the Modified Responsibilities.

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### **RECOMMENDED ACTION:**

*I move to adopt resolution 28-2024 Authorizing the General Manager to assign staff temporary assignments and pay adjustments as needed within the approved salary schedule, to reflect the modified responsibilities.*

### **BACKGROUND:**

The General Manager regularly prepares and updates job descriptions for each position on the organizational chart, the District Board of Directors annually adopts a salary schedule under which each employment position is assigned a salary range. On occasion during extended employee leaves or position vacancies, it is necessary for the General Manager to temporarily promote or move employees into positions of increased responsibility, and for which the promoted employee's salary should be adjusted to reflect the position change.

The District does not have a policy in place regarding salary adjustments for temporary promotions or job changes and the attached Resolution has been developed to ensure transparency and accountability. Staff recommends that the Board permit the General Manager to assign temporary assignments and pay adjustments as needed within the approved salary schedule, to reflect the modified responsibilities.

### **ATTACHMENTS:**

1. Resolution 28-2024

**RESOLUTION 28-2024**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ASSIGN STAFF TEMPORARY ASSIGNMENTS AND PAY ADJUSTMENTS AS NEEDED**

**WHEREAS**, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, the General Manager regularly prepares and updates job descriptions for each position on the organizational chart; and

**WHEREAS**, the District Board of Directors annually adopts a salary schedule under which each employment position is assigned a salary range; and

**WHEREAS**, on occasion during extended employee leaves or position vacancies, it is necessary for the General Manager to temporarily promote or move employees into positions of increased responsibility, and for which the promoted employee's salary should be adjusted to reflect the position change; and

**WHEREAS**, there currently exists no District policy regarding salary adjustments for temporary promotions or job changes and this Resolution has been developed to ensure transparency and accountability by providing direction on this matter.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES** hereby approve Resolution 28-2024 authorizing the General Manager to assign staff temporary job assignments in different positions within the District and to adjust their pay as needed, within the approved salary schedule, to reflect the modified responsibilities.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on October 8, 2024, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

APPROVE:

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Nancy Mora, Board President

ATTEST:

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Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on October 8, 2024.

DATED: \_\_\_\_\_