

# **GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

12545 Florence Avenue  
Santa Fe Springs, California 90670  
(562) 944-9656

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Facsimile (562) 944-7976

General Manager  
Truc Dever

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## **MEMORANDUM**

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**To:** **Members of the Personnel and Policy Committees**

**Personnel Committee:**

Maria Davila, South Gate, Vice Chair  
Marilynn Sanabria, Huntington Park  
Scott Kwong, San Marino  
Steve Croft, Lakewood

**Policy Committee:**

Jeff Wassem, Burbank, Vice Chair  
Marty Kreisler, LA County  
Jerry Walton, Glendale

**From:** Barry Bruce, Hawaiian Gardens, Chair  
Ali Saleh, Bell, Chair

**cc.** Quinn Barrow, GLACVCD Board Legal Counsel

**Date:** **August 2, 2017**

Please find enclosed:

- An **Agenda** for a Joint Meeting of the Personnel & Policy Committees

## **NOTICE**

Committee Meeting will be held:

**AT THE DISTRICT'S SANTA FE SPRINGS HEADQUARTERS BEGINNING**  
**AT 5:30 PM, THURSDAY, AUGUST 10, 2017.**

Room Location: Manager's Conference Room

# **GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

12545 Florence Avenue, Santa Fe Springs, CA 90670  
Office (562) 944-9656 Fax (562) 944-7976  
Email: [info@glacvcd.org](mailto:info@glacvcd.org) Website: [www.glaacvcd.org](http://www.glaacvcd.org)

**PRESIDENT**

*Steve Croft, Lakewood*

**VICE PRESIDENT**

*Mark W. Bollman, Cerritos*

**SECRETARY-TREASURER**

*Baru Sanchez, Cudahy*

**GENERAL MANAGER**  
*Truc Dever*

**ARTESIA**

*Sally Flowers*

**BELL**

*Ali Saleh*

**BELL GARDENS**

*Pedro Aceituno*

**BELLFLOWER**

*Sonny R. Santa Ines*

**BURBANK**

*Dr. Jeff D. Wassem*

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*Elito M. Santarina*

**COMMERCE**

*Leonard Mendoza*

**DIAMOND BAR**

*Steve Tye*

**DOWNEY**

*Robert Kiefer*

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*Dan Medina*

**GLENDALE**

*Jerry Walton*

**HAWAIIAN GARDENS**

*Barry Bruce*

**HUNTINGTON PARK**

*Marilyn Sanabria*

**LA CAÑADA FLINTRIDGE**

*Vacant*

**LA HABRA HEIGHTS**

*Catherine Houwen*

**LA MIRADA**

*Larry P. Mowles*

**LONG BEACH**

*Robert Campbell*

**LOS ANGELES CITY**

*Steven Appleton*

**LOS ANGELES COUNTY**

*Martin H. Kreisler*

**LYNWOOD**

*Salvador Alatorre*

**MAYWOOD**

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**MONTEBELLO**

*Avik Cordeiro*

**NORWALK**

*Leonard Shryock*

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*Dr. Tom Hansen*

**PICO RIVERA**

*Bob J. Archuleta*

**SAN FERNANDO**

*Nina Herrera*

**SAN MARINO**

*Scott T. Kwong*

**SANTA CLARITA**

*Heidi Heinrich*

**SANTA FE SPRINGS**

*Luis Gonzalez*

**SIGNAL HILL**

*Robert D. Copeland*

**SOUTH EL MONTE**

*Hector Delgado*

**SOUTH GATE**

*Maria Davila*

**WHITTIER**

*Josué Alvarado*

## **AGENDA**

### **A Joint Meeting of the Personnel & Policy Committees of the Greater Los Angeles County Vector Control District**

**Thursday, August 10, 2017**

**5:30 p.m.**

District Office

12545 Florence Avenue

Santa Fe Springs, California 90670

Room Location: Manager's Conference Room

**1. CONVENE MEETING**

**2. PUBLIC COMMENT**

This is the time for public comments on any items within the jurisdiction of the Board or Committee.

**3. CONSIDER AGENDA ITEM(S)**

Matter(s) before the Committees:

- Discussion of Employee Handbook revision process
- Review current employee total compensation and benefits

**4. ADJOURN COMMITTEE MEETING**



APPENDIX A

## GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

### Employment Benefit Summary Matrix

Tier I - Employees Hired Before 02/01/2009

Tier II - Employees Hired On or After 02/01/2009

Tier-III - Employees Hired On or After 01/01/2013

| BENEFIT                                 | WHO PAYS FOR IT?<br>(EMPLOYER) | WHO PAYS FOR IT?<br>(EMPLOYEE) | WHEN ARE YOU<br>ELIGIBLE? | WHAT DO YOU RECEIVE?   |
|---|--------------------------------|--------------------------------|---------------------------|--|
| CalPERS Medical Insurance<br>(Tier I)   | ✓                              |                                | Date of Employment        | Choice of PPO and HMO plans offered by CalPERS. GLACVCD pays 100% of the premium cost for the employee and their dependents.   |
| CalPERS Medical Insurance<br>(Tier II)  | ✓                              |                                |                           |  |
| CalPERS Medical Insurance<br>(Tier III) | ✓                              |                                |                           |  |
| CalPERS Retirement Plan<br>(Tier I)     | ✓                              |                                | Date of Employment        | CalPERS 2% @ 55. Employer contributes 100% of the cost, paying the employer and employee Portion.  |
| CalPERS Retirement<br>(Tier II)         | ✓                              | ✓                              | Date of Employment        | CalPERS 2% @ 55. Employee pays the contribution of 7% of their salary for the first five (5) years of employment, after five (5) years of employment the District will pay the employees and employer portion.   |
| CalPERS Retirement<br>(Tier III)        | ✓                              | ✓                              | Date of Employment        | CalPERS 2% @ 62. Employee pays at least 50% of the total cost rate or the current contribution rate of similarly situated employees, whichever is greater. Employees will be responsible for contributing this amount as long as they are employed by GLACVCD.<br><br>The rate as of 1/2016 is 6.25% of the employee's salary.   |
| CalPERS 1959 Survivor Benefit           |                                | ✓                              | Date of Employment        | The 1959 Survivor Benefit provides a monthly allowance to eligible survivors of members who were covered for this benefit and die before retirement. This benefit coverage is available by contract amendment for those not covered by Social Security through their employer. Covered members pay \$3.50 monthly fee that is deducted from their salary specifically to fund the 1959 Survivor Benefit Program. |



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| BENEFIT   | WHO PAYS FOR IT?<br>(EMPLOYER) | WHO PAYS FOR IT?<br>(EMPLOYEE) | WHEN ARE YOU<br>ELIGIBLE?   | WHAT DO YOU RECEIVE?  |
|---|--------------------------------|--------------------------------|---|---|
| Dental Benefits (Tier I)  | ✓                              |                                | Eligible six (6) months after the date of hire  | The District pays 100% of the premium for the employee and their dependents.  |
| Dental Benefits (Tier II)   |                                | ✓                              | Date of Employment  |   |
| Dental Benefits (Tier III)  |                                | ✓                              | Date of Employment  | Employee paid benefit at a group rate. Paid through a Section 125 plan.   |
| Vision Benefits (Tier I)  | ✓                              |                                | Eligible six months after the date of hire  | The District pays 100% of the premium for the employee and their dependents.  |
| Vision Benefits (Tier II)   |                                | ✓                              | Date of Employment  |   |
| Vision Benefits (Tier III)  |                                | ✓                              | Date of Employment  | Employee paid benefit at a group rate. Paid through a Section 125 plan.   |
| Lincoln Financial Voluntary Life Insurance with Accidental Death and Dismemberment (AD&D) |                                | ✓                              | Date of Employment  | Employee paid benefit at group rate. Insured amount is in increments of \$ 10,000. Minimum Amount \$10,000 –Maximum amount of \$ 500,000.<br><br>Not to Exceed five times employee's annual salary.                               |
| Spouse/Domestic Partner Life with Accidental Death and Dismemberment (AD&D)               |                                | ✓                              | One Month After Date of Hire  | Employee paid benefit at group rate. Insured amount is in increments of \$5,000. Minimum Amount \$10,000 – Maximum amount of \$250,000.<br><br>Not to exceed 50% of employee elected amount.                                      |
| Dependent Child Rate  |                                | ✓                              | One Month After Date of Hire  | Employee paid benefit at group rate. Insured Amount: \$250-Child 14 days to six months. \$10,000-Child Six months to age 19 (25 if full time student). Newborn children ages 14 days to six month are not eligible for a benefit. |
| Voluntary Long-Term Disability Insurance  |                                | ✓                              | One Month After Date of Hire.<br>Eligible for benefits after you are disabled for 180 days. | Voluntary Benefit offered to employees at a group rate. Employee pays 100% of the premium.  |



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| BENEFIT   | WHO PAYS FOR IT?<br>(EMPLOYER) | WHO PAYS FOR IT?<br>(EMPLOYEE) | WHEN ARE YOU<br>ELIGIBLE?                                     | WHAT DO YOU RECEIVE?   |                  |                        |     |    |     |     |       |     |            |     |
|---|--------------------------------|--------------------------------|---|--|------------------|------------------------|-----|----|-----|-----|-------|-----|------------|-----|
| AFLAC   |                                | ✓                              | Date of Employment  | Pre-taxed Voluntary Medical Insurance Program, employee can choose from the many programs offered by AFLAC, premiums are deducted from the employee's paycheck.  |                  |                        |     |    |     |     |       |     |            |     |
| Lincoln Employee Assistance Program (EAP)       | ✓                              |                                | Date of Employment  | Program available to employees as well as their spouses and dependent children. Provides confidential assessment, counseling services and referrals if necessary.  |                  |                        |     |    |     |     |       |     |            |     |
| Tuition Reimbursement                           | ✓                              |                                | The first year anniversary of your date of hire               | The maximum reimbursement that may be received by an employee from the District in one (1) fiscal year shall be up two thousand dollars (\$2,000.00). It is intended that this program be administered to assist as many qualified employees as possible and the \$2,000.00 dollars mentioned here is established as a maximum and not as a guarantee. |                  |                        |     |    |     |     |       |     |            |     |
| 401(A) Retirement Savings Plan<br>(Tier I Only) | ✓                              | ✓                              | The one year anniversary of your date of hire                 | A federally defined money purchase plan. District pays 6.75% of Employee salary, Employee can match up to amount contributed by the District. Employee matching is not required. Employees become fully vested in the program after five (5) years of employment.  |                  |                        |     |    |     |     |       |     |            |     |
| 457 Deferred Compensation                       |                                | ✓                              | Date of Employment  | A federally defined deferred compensation plan that is voluntary. Employees can choose from three plans offered by the District: ICMA, Nationwide and TDS.   |                  |                        |     |    |     |     |       |     |            |     |
| Workers Compensation                            | ✓                              |                                | Date of Employment  | The GLACVCD pays 2/3 of salary continuation (tax free) due to a work related/industrial injury or illness. Employee can supplement salary with accrued time.   |                  |                        |     |    |     |     |       |     |            |     |
| Vacation  | GLACVCD Pays full salary       |                                | Employees accrue vacation time beginning on the date of hire. | <table border="1"><thead><tr><th>Years of Service</th><th>Hours of Vacation/Year</th></tr></thead><tbody><tr><td>1-4</td><td>80</td></tr><tr><td>5-9</td><td>120</td></tr><tr><td>10-19</td><td>160</td></tr><tr><td>20 or more</td><td>200</td></tr></tbody></table>  | Years of Service | Hours of Vacation/Year | 1-4 | 80 | 5-9 | 120 | 10-19 | 160 | 20 or more | 200 |
| Years of Service                                | Hours of Vacation/Year         |                                |   |  |                  |                        |     |    |     |     |       |     |            |     |
| 1-4   | 80                             |                                |   |  |                  |                        |     |    |     |     |       |     |            |     |
| 5-9   | 120                            |                                |   |  |                  |                        |     |    |     |     |       |     |            |     |
| 10-19   | 160                            |                                |   |  |                  |                        |     |    |     |     |       |     |            |     |
| 20 or more                                      | 200                            |                                |   |  |                  |                        |     |    |     |     |       |     |            |     |



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## Employment Benefit Summary Matrix

Tier I - Employees Hired Before 02/01/2009

Tier II - Employees Hired On or After 02/01/2009

Tier-III - Employees Hired On or After 01/01/2013

| BENEFIT                 | WHO PAYS FOR IT?<br>(EMPLOYER) | WHO PAYS FOR IT?<br>(EMPLOYEE) | WHEN ARE YOU<br>ELIGIBLE?   | WHAT DO YOU RECEIVE?  |
|-------------------------|--------------------------------|--------------------------------|---|---|
| Sick Time               | GLACVCD Pays full salary       |                                | Employees accrue sick time beginning on the date of hire.                                 | Employees shall earn eight (8) hours monthly until you reach the yearly maximum of 96 hours.  |
| Holidays                | GLACVCD Pays full salary       |                                | Date of Employment  | The following fixed holidays are observed: New Year's Day, Martin Luther King Jr. Birthday, Lincoln's Birthday, Presidents Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgivings Day, Day after Thanksgivings, and Christmas Day. |
| Personal Day            | GLACVCD Pays full salary.      |                                | Date of Employment  | Employees are given a personal day of eight (8) hours to use at their discretion, prior approval must be given by Supervisor/Manager.   |
| Credit Union Membership | N/A                            | N/A                            | Date of Employment  | Employee and family members of GLACVCD may become members of Unify Financial Credit Union.  |
| Flexible Work Schedule  | N/A                            | N/A                            | Date of Employment  | Schedules are set by Department Directors and Supervisors with the approval of the General Manager. Available Schedules offered are 8/40, 4/10 and 9/80.  |
| Accrued Time Pay Out    | ✓                              |                                | Employee has to have accrued time by the January election date to cash out accrued hours. | Once a year an employee can cash out 48 hours of sick time and 40 hours of vacation for the cash value of the hours.  |



# GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

## Post-Employment Benefit Summary Matrix

Tier I - Employees hired before 02/01/2009

Tier II - Employees hired on or after 02/01/2009

Tier-III - Employees hired on or after 01/01/2013

| BENEFIT                        | WHO RECEIVES THE BENEFIT?<br>(TIER I) | (TIER II) | (TIER III) | WHAT DO YOU RECEIVE?   |
|--------------------------------|---------------------------------------|-----------|------------|--|
| CalPERS Retirement Plan        | ✓                                     |           |            | 2% @ 55 retirement formula determined by age at retirement, years of service and final compensation. District contributes 100% of the cost, paying the employer and employee Portion.  |
|                                |                                       | ✓         |            | 2% @ 55 retirement formula determined by age at retirement, years of service and final compensation. Employee pays the contribution of 7% of their salary for the first five (5) years of employment, after five (5) years of employment the District will pay the employer and employee portion.  |
|                                |                                       |           | ✓          | 2% @ 62 retirement formula determined by age at retirement, years of service and final compensation. Employee pays at least 50% of the total cost rate or the current contribution rate of similarly situated employees, whichever is greater. Employees will be responsible for contributing this amount as long as they are employed by GLACVCD. |
| CalPERS Medical Insurance      | ✓                                     |           |            | District pays 100% of premium for retired employees who have at least five (5) years of CalPERS service credit. Employee must retire from the District to be eligible for District specified CalPERS Medical benefits.   |
|                                |                                       | ✓         | ✓          | District pays 50% of premium after employee acquires ten (10) years of CalPERS service credit and up to 100% of premium after 20 years of CalPERS service credit. Employee must retire from the District to be eligible for District specified CalPERS Medical benefits.   |
| Dental Benefit                 | ✓                                     |           |            | District paid benefit for retired employees who have worked at least ten (10) years with the District. Employees who have worked for the District less than ten (10) years are eligible for COBRA which will last 18-36 months. COBRA is a voluntary program paid for by the employee.   |
|                                |                                       | ✓         | ✓          | Voluntary Benefit paid for by the employee. Benefit will end once the employee has left full time employment with the District. Employees are eligible for COBRA which will last 18-36 months. COBRA is a voluntary program paid for by the employee.  |
| Vision Benefit                 | ✓                                     |           |            | District paid benefit for retired employees who has worked at least ten (10) years with the District. Employees who have worked for the District less than ten years are eligible for COBRA which will last 18-36 months. COBRA is a voluntary program paid for by the employee.   |
|                                |                                       | ✓         | ✓          | Voluntary Benefit paid for by the employee. Benefit will end once the employee has left full time employment with the District. Employees are eligible for COBRA which will last 18-36 months. COBRA is a voluntary program paid for by the employee.  |
| 401(A) Retirement Savings Plan | ✓                                     |           |            | A money purchase plan that the District contributes 6.75% of the employee's salary to on an annual basis.  |
| 457 Deferred Compensation      | All Employees                         |           |            | Voluntary Benefit paid for by the employee. The 457 is a Deferred Compensation Plan, the District offers no matching.  |