

SIDE LETTER TO THE October 1, 2021 - September 30, 2024
MEMORANDUM OF UNDERSTANDING BETWEEN the Burney Water District AND
United Public Employees of California, Local 792 / Burney Classified Employees Unit
agree to the listed terms and conditions of this Side Letter effective on this day _____, of
_____, 2023. Except as modified by this Side Letter, all existing terms and conditions of
the Memorandum of Understanding (MOU) shall remain unchanged.

Article 1 – Clerical and Field Staff Certification Incentives shall be as follows:

Field Staff

One Certification Level above Current Certification (As of Agreement Date)

The following classifications and certifications are eligible to receive a \$175 monthly stipend for one certification level above current levels as of the signing of this agreement. With the additional certification level(s), additional responsibility will be expected (See below Duties, Physical Demands, Environmental Elements, and Working Conditions).

Employees are eligible for this incentive the first full pay period following qualification:

- Field Superintendent
- Utility Worker

Eligible certifications

- Wastewater Treatment Plant Operator, Grade 2

Two Certification Levels above Current Certification (As of Agreement Date)

The following classifications and certifications are eligible to receive a \$350 monthly stipend for two certification levels above current levels as of the signing of this agreement. With those additional levels, additional responsibility will be expected (See below Duties, Physical Demands, Environmental Elements, and Working Conditions). Staff who operate a wastewater treatment plant or water system shall possess and maintain valid, unexpired certificates.

Only one certificate shall apply to the certification incentive and the incentives cannot be combined. The District encourages an experienced, certified staff, through payment of training, certification, and incentives.

Employees are eligible for this incentive the first full pay period following qualification:

- Field Superintendent
- Utility Worker

Eligible certifications

- Wastewater Treatment Plant Operator, Grade 3 or higher

If a non-certified field staff member becomes certified, then this agreement does not apply unless the certification level is at least Grade 2. Also, If the initial certification is a grade 2, then the newly certified staff member must be off probation and hold the certificate for one year. Then the One Certification Level above Current Certification (As of Agreement Date) stipend applies to the staff member.

Incorporation with current duties as outlined in existing Job Descriptions, Field Staff Certification Incentive responsibilities include the following examples of Duties, Physical Demands, Environmental elements and Working Conditions:

Duties

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and adjusting to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment.
- Operates valves, pumps, and automated controls to regulate the flow of water/wastewater through the systems.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads records and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments per information gathered, samples collected, readings, and records.
- Collects water/wastewater, sludge, and other samples from various phases of the treatment process and systems; performs standard chemical and physical tests on these samples to ensure that the treatment process is operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize treatment plant performance, monitors the results, and recommends potential operational changes to the Lead.
- Performs proper usage and handling of chemicals per industry standards.
- Performs preventive maintenance on a variety of equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other fixtures and appliances.
- Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- Performs fabrication of piping and other systems as necessary to maintain operation of facilities and equipment.
- Performs inspection, construction, maintenance, and repair activities of water distribution and wastewater collection systems; checks, cleans, and repairs systems and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- Operates a variety of vehicles and heavy equipment; including but not limited to pick-up trucks, Hydro-Vac; front end loader, and forklift.
- Operates a Hydro-Vac and trailer mounted jetter for hydro-flushing sewer lines.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. • Be on standby duty and respond to after-hours emergencies.
- Operate, maintain, and repair a variety of water/wastewater treatment plants, water distribution systems, and wastewater collection systems.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments. • Perform the daily duties of the lab analyst.
- Conduct standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Assist in the development and implementation of all safety programs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate mathematical calculations.
- Diagnose operating problems and take effective courses of action.
- Follow District policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Performs related duties as assigned.
- Perform duties of shift supervisor, Designated Operator in Charge, or Chief Plant Operator as required by the certification held when Staff members hold the appropriate and/or highest certification of employees on shift. This assignment shall be determined by the Chief Plant Operator, Legally Responsible Official, District Manager, or designee.

Physical Demands

Must possess mobility to work in and around standard water/wastewater treatment plants, water distribution systems, and wastewater collection systems, strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio.

Field work involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift,

carry, push, and pull materials and objects up to 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees interact with staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

WORKING CONDITIONS

Required to be on-call as needed and to work various shifts evenings, weekends, holidays, and emergencies.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

The responsibilities, demands, elements, and conditions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Clerical Staff

The following classifications are eligible to receive a \$200 monthly stipend for demonstrating competence in QuickBooks payroll and payables as evaluated by the District Bookkeeper, cross training for Bill Master or latest billing program, completing the most up-to-date Vector solutions training, the most up-to-date Microsoft Excel and Word training through Vector Solutions, and Intuit Bookkeeping, including:

- What's New in Word 2019,
- Mastering Word 2019 – Basics,
- Mastering Word 2019 – Intermediate,
- Mastering Word 2019 – Advanced,
- What's New in Excel 2019,
- Mastering Excel 2019 – Basics,
- Mastering Excel 2019 – Intermediate,
- Mastering Excel 2019 – Advanced.
- Mastering QuickBooks Desktop 2018
- Mastering QuickBooks Online 2018
- Intuit Academy Bookkeeping Certificate

These trainings, or the most up-to-date trainings, must be completed on an annual basis or when updated trainings are made available. In addition, Staff must perform jobs related to these trainings on a regular basis, such as monthly or more frequently.

Employees are eligible for this incentive the first full pay period following qualification.

- Clerk 1
- Clerk 2
- Administrative Assistant/Pool Manager

All terms and conditions of Burney Water District and United Public Employees of California, Local 792 / Burney Classified Employees Unit Memorandum of Understanding not specifically modified herein shall remain in effect for the term of the agreement as specified above.

Burney Water District

United Public Employees of California,
Local 792 / Burney Classified
Employees Unit

Board President or Designee

Representative

District Manager

Negotiation Team Member