

RESOLUTION NO. 2010-20

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING A SALARY SCHEDULE UPDATE POLICY

WHEREAS, the Board of Directors desires to adopt a policy to minimize errors during the salary schedule update process; and

WHEREAS, the District's Auditors have made recommendations for such a policy; and

WHEREAS, a "Salary Schedule Update Policy" appears as Exhibit "A" to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Lake Arrowhead Community Services District does hereby:

1. Adopt and approve the District "Salary Schedule Update Policy" set forth in Exhibit "A" attached hereto, which Exhibit is by this reference incorporated herein.

Approved and adopted by the Board of Directors of the Lake Arrowhead Community Services District at a regular meeting held on the 24th day of August 2010.

ADOPTED this 24th day of August, 2010 by the following vote:

Ayes: Barkley, Ben-Hur, Goodwin, Goss, and Wagner

Noes: None

Abstentions: None

Absent: None

Geoffrey K. Goss, President of the Lake Arrowhead Community Services District Board of Directors

ATTEST

(SEAL)

Kathleen Fankhauser, Secretary of the Lake Arrowhead Community Services District and of the Board of Directors

CERTIFICATION


I, Kathleen Fankhauser, Secretary of the Lake Arrowhead Community Services District, hereby certify that the foregoing is a full, true and correct copy of the Resolution adopted by the Board of Directors of said Agency at the regular meeting of said Board held on the 24th day of August 2010, by the following vote:

AYES: **Barkley, Ben-Hur, Goodwin, Goss, and Wagner**
NOES: **None**
ABSTAIN: **None**
ABSENT: **None**

**Kathleen Fankhauser, Secretary of the
Lake Arrowhead Community Services
District and of the Board of Directors**

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	LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT PAYROLL POLICIES MANUAL	Section 1.0 Revision Date 08/24/2010
SALARY SCHEDULE UPDATE		

1.1 Purpose

To establish a policy for salary schedule updates in order to insure reliable calculation methods for the salary schedules and consistency with the authorizing Memorandum of Understanding or other Board of Director's approved action.

1.2 Responsible Party

This policy applies to Payroll and Human Resources personnel.

1.3 Overview

Updating of the Salary Schedule that reflects an approved Cost of Living Adjustment (COLA) or other Board of Directors approved action should be performed by Human Resources personnel. Verification of the accuracy of the updated Salary Schedule will be performed by the Finance Department. Any conflicts related to the calculations will be resolved through conference of the two Departments. The verified data shall be entered into the payroll system by the Finance Department.

1.4 Procedure

1.4.1 Finance Department obtains the Updated Salary Schedule from Human Resources.

1.4.2 The new hourly Step and Grade adjustments are statistically verified and then entered into the District's payroll system establishing the updated Salary Schedule. This process will be performed following the Salary Schedule Update procedure in the Payroll Manual by an Accounting Technician who does not perform payroll functions.

- 1.4.3** The Payroll Technician will then verify the accuracy of the updated Salary Schedule from a hardcopy production of the Salary Schedule printed from the payroll system.
- 1.4.4** Upon approval of the updated Salary Schedule by Finance and Human Resources Managers, a final report shall be issued to the General Manager by the Finance and Human Resources Departments.