

**Sacramento Area Sewer District
Employee Benefits
For
Employee Group 6 (Executive)
Employee Group 9
(Unrepresented)**



Effective November 16, 2025

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Preamble

This resolution provides salary, benefits, and defines certain terms and conditions of employment for employees listed in Appendix "A" Covered Classifications.

Article 1 - Hours of Work

1.1. Work Week

The work week begins at 12:00 AM on Sunday and ends at 11:59 PM on Saturday, except for employees on a 9/80 work schedule.

1.2. Work Schedules

Work schedules are determined at the discretion of the Department Director or designee and are subject to change with or without notice, according to the needs of the department or SacSewer. Employees must be in attendance and at work during the hours specified by the supervisor. Employees may be assigned to any of the following work schedules:

- (a) 5/8: The 5/8 schedule consists of five (5) consecutive workdays of eight (8) hours followed by two (2) consecutive days off.
- (b) 4/10: The 4/10 schedule consists of four (4) consecutive workdays of ten (10) hours followed by three (3) consecutive days off.
- (c) 9/80: The 9/80 schedule consists of four (4) consecutive workdays of nine (9) hours plus an extra day-off every other week and four (4) consecutive workdays of nine (9) hours plus one workday of eight (8) hours on the balance of the work weeks.

1.3. Meal Periods (FLSA Non-Exempt Employees)

A minimum of a 30-minute non-compensated meal period is provided to employees who work more than five (5) hours in a workday. Employees who work two (2) or more hours of overtime consecutive to their shift may take an additional 30-minute non-compensated meal period. Employees are responsible for taking their meal period at a time designated by the supervisor.

1.4. Rest Periods (FLSA Non-Exempt Employees)

A 15-minute compensated rest period is provided to employees for each four-hour period of service. The rest period must be taken at a time designated by the employee's supervisor, in accordance with the requirements of the department. Rest periods may not be combined to shorten the workday or to extend the meal period and will not be scheduled within one (1) hour of the beginning or end of the work shift.

1.5. Overtime (FLSA Non-Exempt Employees)

Overtime is all hours an employee works in excess of forty (40) hours in their designated FLSA work period. Overtime is paid at the rate of one and a half (1.5) times the employee's regular rate of pay. All paid time counts as hours worked toward the calculation of overtime. Employees who are directed to work overtime must do so.

Article 2 - Salaries and Incentives

2.1. Longevity Pay

Employees who complete ten (10) years of full-time service receive longevity pay in the amount of two and a half percent (2.5%) of their salary. Employees who complete fifteen (15) years of full-time service receive an additional two and a half percent (2.5%) of their base rate of pay. Employees who move from Sacramento County employment to SacSewer employment on December 15, 2024, will have only current continuous Sacramento County time and SacSewer time count towards Longevity Pay.

2.2. Bilingual Pay (Employee Group 9)

Employees in authorized assignments who speak and/or write in a language other than English, and who can do so fluently as determined by SacSewer receive Bilingual Pay in the amount of four percent (4.0%) of their base rate of pay.

2.3. Standby Pay (FLSA Non-Exempt Employees)

Employees required to remain on standby are paid one (1) hour of straight time for each four-hour standby shift, whether or not they are called to work.

2.4. Call-Back Pay (FLSA Non-Exempt Employees)

Employees called back to work at a physical work site will receive a minimum of two (2) hours' overtime compensation per shift. Call-back pay is in addition to standby pay.

2.5. Remote Response Pay (FLSA Non-Exempt Employees)

Employees who are not called in to work but who respond to a phone call or remotely connect to work systems will be compensated for a minimum of thirty (30) minutes of overtime per incident.

2.6. Supervisor Pay

Employees assigned to supervise or lead a shift in the absence of a supervisor or lead for a minimum of thirty-six (36) consecutive hours will receive Supervisor Pay in the amount of five percent (5.0%) of their base rate of pay.

2.7. Additional Unit Pay

Employees assigned an additional unit for a minimum of three (3) weeks will receive Additional Unit Pay in the amount of five percent (5.0%) of their salary.

2.8. Education Pay

Employees in the classifications of Senior Office Specialist Confidential, Executive Administrative Assistant, and Administrative Assistant to the District Engineer, who have thirty (30) to less than (60) undergraduate semester units receive Education Pay in the amount of two and a half percent (2.5%) of their base rate of pay.

Employees in the classifications of Senior Office Specialist (Confidential), Executive Administrative Assistant, and Administrative Assistant to the District Engineer who have sixty (60) or more undergraduate semester units receive Education Pay in the amount of five percent (5.0%) of their base rate of pay.

Employees in the classifications of Administrative Services Officer I and Administrative Services Officer II who possess a Master's Degree receive Education Pay in the amount of five percent (5.0%) of their base rate of pay.

Article 3 - Wages

3.1. Benchmark Classifications

The following classifications are benchmark classifications: Director of EchoWater Operations, Director of Finance, Executive Administrative Assistant, and Senior Human Resources Analyst.

3.2. Wages

Effective June 28, 2026, all benchmark classifications and classification ties, with the exception of the Treatment Plant Operations & Maintenance Manager II, will receive a COLA equal to the U.S. Bureau of Labor Statistics Employment Cost Index (ECI) for the December-to-December movement of the ECI for the previous 12 months.

Effective June 27, 2027, all benchmark classifications and classification ties, with the exception of the Treatment Plant Operations & Maintenance Manager II, will receive a COLA equal to the U.S. Bureau of Labor Statistics Employment Cost Index (ECI) for the December-to-December movement of the ECI for the previous 12 months.

3.3. Equity Adjustments

The classifications below will receive equity adjustments as follows:

Classifications:	11/16/2025	6/28/2026	6/27/2027
Director of EchoWater Operations	4.50%		
Director of Finance	5.25%		
Executive Administrative Assistant	8.50%	8.50%	8.50%
Senior Human Resources Analyst*	6.75%	6.75%	6.75%

** Effective June 28, 2026, the Human Resources Analyst, Human Resources Technician, and Human Resources Manager classifications will no longer be tied to the Senior Human Resources Analyst classification for compensation purposes and will not receive the 2026 equity.*

3.4. Benchmark Relationships

Classification	Classification Ties	Spread		
		2025	2026	2027
Administrative Assistant to the District Engineer	Executive Administrative Assistant	30.25%	30.25%	30.25%
Administrative Services Manager	Risk Manager	0.00%	0.00%	0.00%
ASO I - Confidential	ASO I	5.25%	5.25%	5.25%
ASO II - Confidential	ASO II	5.25%	5.25%	5.25%
ASO III - Confidential	ASO III	5.25%	5.25%	5.25%
Director of Collection System Operations	Director of EchoWater Operations	0.00%	0.00%	0.00%
Director of Communications	Public Information Manager	35.00%	35.00%	35.00%
Director of Internal Services	Director of Finance	0.00%	0.00%	0.00%
Director of Policy & Planning	Director of EchoWater Operations	0.00%	0.00%	0.00%
District Engineer	Director of EchoWater Operations	27.40%	27.40%	27.40%
Human Resources Analyst	Senior Human Resources Analyst	-10.25%		
Human Resources Information Systems Analyst	Human Resources Analyst	0.00%	0.00%	0.00%
Human Resources Manager	Senior Human Resources Analyst	20.00%		
Human Resources Technician	Human Resources Analyst	-10.25%	-10.25%	-10.25%
Office Specialist - Confidential	Office Specialist	5.25%	5.25%	5.25%

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Personnel Specialist	Senior Personnel Specialist	-10.25%	-10.25%	-10.25%
Risk Analyst	Risk Manager	-16.00%	-16.00%	-16.00%
Risk Manager	Senior Human Resources Analyst	10.25%	10.25%	10.25%
Senior Personnel Specialist	Human Resources Technician	-16.00%	-16.00%	-16.00%
Treatment Plant Operations & Maintenance Manager II	Deputy Director of EchoWater Operations	0.00%	0.00%	0.00%

3.5. Salary Survey

When conducting a salary survey, only benchmark classifications and the following agencies will be used: Central Contra Costa Sanitary District, City of Roseville, City of Sacramento, City of San Jose, Dublin-San Ramon Services District, East Bay Municipal Utilities District, Eastern Municipal Water District, El Dorado Irrigation District, Orange County Sanitation District, and Union Sanitary District.

Additionally, each salary survey will include the following data points that are available to new hires: Top Salary Step, Education Pay – maximum, Certificate Pay – maximum, Longevity Pay – maximum, Health Benefits – employer’s maximum contribution towards family medical, dental, and vision, Employer Deferred Compensation Contribution, Employer Social Security Contribution, and Employee pickup of Employer Pension Costs using the PEPRA Retirement tier. The median of the salary survey will be identified.

3.6. Retroactive Payment

Effective November 16, 2025, all classifications listed in Appendix “A” shall receive a one-time retroactive payment effective from June 29, 2025.

Article 4 - Holidays

4.1. Holidays

Employees receive the following holidays with pay:

- New Year’s Day
- Martin Luther King Jr. Day
- Lincoln’s Birthday
- Washington’s Birthday
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People’s Day

- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- December 25

For employees whose normal work schedule does not include Saturday and Sunday, if New Year's Day, Independence Day, Lincoln's Birthday, Washington's Birthday, Cesar Chavez Day, Juneteenth, or December 25 falls on a Sunday, the following Monday is treated as the holiday. If any of those holidays fall on a Saturday, the preceding Friday is treated as the holiday.

4.2. "Eve" Leave

Employees may use four (4) hours of eve leave that may only be used on December 24 or New Year's Eve.

Article 5 - Leaves

5.1. Vacation Leave

Employees earn vacation leave while in paid status up to a maximum of 400 hours. Employees accrue vacation time according to their full-time status and the number of consecutive years the employee has worked for SacSewer as follows:

<u>Consecutive Full-Time Years of Service</u>	<u>Received Hours per Pay Period of Paid Status</u>
Less than 3 years	3.1
3-6 years	4.6
6-9 years	5.5
9-10 years	5.8
10-11 years	6.2
11-12 years	6.5
12-13 years	6.8
13-14 years	7.1
14-15 years	7.4
More than 15 years	7.7

Upon twenty-five (25) years of service with SacSewer, employees will receive a one-time accrual of eight (8) hours of vacation. Unpaid time does not count towards years of service.

Employees with prior full-time public sector employment with the State of California, or a California county, city, local agency, or special district will receive a vacation accrual rate based on their cumulative prior years of public service. The Personnel Officer or designee will verify prior years of full-time public service.

5.1. Vacation Cash-Out (Employee Group 6)

By November 1 of each year, employees who have at least one hundred (100) hours of vacation may make an irrevocable election to cash-out up to eighty (80) hours vacation that will accrue in the next calendar year. The employee can elect to receive the cash-out on the second paycheck in July or the second paycheck in December.

5.2. Vacation Cash-Out (Employee Group 9)

By November 1 of each year, employees who have at least one hundred (100) hours of vacation may make an irrevocable election to cash-out up to forty (40) hours vacation that will accrue in the next calendar year. The employee can elect to receive the cash-out on the second paycheck in July or the second paycheck in December.

5.3. Sick Leave

Employees who are in a paid status accrue four point six (4.6) hours of sick leave per pay period. Accrued sick leave carries over from year to year. No accrual limit applies. Sick leave is not subject to cash-out during and/or at the end of employment.

5.4. Sick Leave Cash-Out Upon Retirement

Employees in Appendix "C" Sick leave Cash-out Upon Retirement who moved from Sacramento County employment to SacSewer employment on December 15, 2024, upon retirement, may cash-out up to one-half (50%) of their accrued sick leave. The remaining balance of sick leave is credited as service towards retirement.

5.5. Sick Leave Cash-Out Upon Death

In the event of an active employee's death, the beneficiary will be paid the monetary value of all accrued sick leave.

5.6. Bereavement Leave

Employees who have been employed by SacSewer for at least thirty (30) days are entitled to five (5) days of protected bereavement leave in the event of the death of a "family member." Employees will also receive forty (40) hours of paid leave that must be used concurrently with any bereavement leave taken. Employees must first utilize any available, unused vacation sick leave for the remaining portion of any unpaid bereavement leave.

A "family member" means any parent, spouse, registered domestic partner, child, child of an employee's registered domestic partner, grandchild, great grandchild, grandparent, great grandparent, grandparent in-law, brother, brother-in-law, brother and sister of an employee's registered domestic partner, sister, sister-in-law, registered domestic partner's brother and sister, mother-in-law, father-in-law, mother and father of an

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employee's registered domestic partner, or the death of any child or close relative who resided with the employee at the time of death.

An employee who utilizes bereavement leave must notify their supervisor or Department Director or designee of the intent to use such leave. Employees may use such leave on a non-consecutive basis but must complete leave within three (3) months of the date of death of a "family member." SacSewer may request an employee seeking bereavement leave to provide documentation to support the leave.

5.7. Jury Duty

Employees are allowed time off with pay in connection with jury duty. Employees must notify their appointing authority upon receiving notice of jury duty.

Article 6 - Health and Welfare

6.1. Medical

SacSewer contracts for employees, retirees, and their dependents medical insurance benefit plans through the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA). Employees must enroll in SacSewer's sponsored dental plan. SacSewer contributes up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

Tier	Medical Benefit	Cafeteria Plan	Total Benefit
Employee only	Note 1	Note 2	Note 3
Employee plus one	Note 1	Note 2	Note 4
Employee plus family	Note 1	Note 2	Note 5

Note 1: The Medical Benefit equals the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit equals the difference between the Medical Benefit and the Total Benefit.

Note 3: The total benefit is 80% of the employee-only Kaiser Region 1 CalPERS Plan plus 100% of the dental premium.

Note 4: The total benefit is 80% of the employee plus one Kaiser Region 1 CalPERS Plan plus 100% of the dental premium.

Note 5: The total benefit is 80% of the employee plus family Kaiser Region 1 CalPERS Plan plus 100% of the dental premium.

Effective plan year 2026, SacSewer contributes up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

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Note 1: The Medical Benefit equals the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit equals the difference between the Medical Benefit and the Total Benefit.

Note 3: The total benefit is 90% of the employee only Kaiser Region 1 CalPERS Plan plus 100% of the dental premium.

Note 4: The total benefit is 90% of the employee plus one Kaiser Region 1 CalPERS Plan plus 100% of the dental premium.

Note 5: The total benefit is 90% of the employee plus family Kaiser Region 1 CalPERS Plan plus 100% of the dental premium.

6.2. Medical-in-Lieu

Employees listed in Appendix "B" Medical-in-Lieu will continue receiving medical-in-lieu as identified in the appendix. If at any time the employee enrolls in SacSewer medical insurance, they will no longer be eligible for medical-in-lieu.

6.3. Dental Insurance

SacSewer provides employees and their covered dependents basic dental insurance.

6.4. Vision Insurance

SacSewer provides employees and their covered dependents basic vision insurance.

6.5. Basic Life Insurance

SacSewer provides employees with \$50,000 life insurance.

6.6. Supplemental Life Insurance

Employees may purchase additional life insurance for themselves and their dependents, at their expense.

6.7. Employee Assistance Program

SacSewer provides employees and their dependents an Employee Assistance Program (EAP). Employees may contact Human Resources for details.

6.8. Flexible Spending Accounts

Employees may contribute to the extent provided by law to a Flexible Spending Account (FSA) on a pre-tax basis to assist with the cost of medical/dental/vision expenses, deductibles, and co-payments.

6.9. IRS 125 Dependent Care Spending Plan

Employees may contribute to the extent provided by law to a Dependent Care Plan on a pre-tax basis to assist with the cost of eligible child or elder care expenses.

Article 7 - Retirement Plan

7.1. Retirement Tier 2

Employees hired between September 27, 1981, and June 26, 1993, who did not convert some or all service credits to Miscellaneous Tier 3 receive Miscellaneous Retirement Tier 2 – 2% at age 55.5 formula with a final compensation based on the highest three-year average compensation. These employees pay up to fifty percent (50.0%) but not more than allowable under California Government Code 31631.5(a)(1) of the combined employee and employer normal cost as defined in the County Employees' Retirement Law of 1937.

7.2. Retirement Tier 3

Employees hired after June 26, 1993, and before January 1, 2012, receive Miscellaneous Retirement Tier 3 – 2% at age 55.5 formula with a final compensation based on the highest three-year average compensation and have a two percent (2%) post-retirement cost of living adjustment factor pursuant to Government Code Section 31870. These employees pay up to fifty percent (50.0%) but not more than allowable under California Government Code 31631.5(a)(1) of the combined employee and employer normal cost as defined in the County Employees' Retirement Law of 1937.

7.3. Retirement Tier 4

Employees hired after December 31, 2011, who are not classified as a new member pursuant to California Public Employees' Pension Reform Act of 2013 receive Miscellaneous Retirement Tier 4 – 1.92% at age 60 formula with a final compensation based on the highest three-year average compensation and have a maximum of two percent (2%) post-retirement cost of living adjustment factor pursuant to Government Code Section 31870. These employees pay up to fifty percent (50.0%) but not more than allowable under California Government Code 31631.5(a)(1) of the combined employee and employer normal cost as defined in the County Employees' Retirement Law of 1937.

7.4. Retirement Tier 5

Employees hired after December 31, 2012, who are classified as a new member pursuant to California Public Employees' Pension Reform Act of 2013, receive Miscellaneous Retirement Tier 5 – 2% at age 62 formula with a final compensation based upon the highest three-year average compensation and have a maximum of two percent (2%) post-retirement cost of living adjustment factor pursuant to Government Code Section 31870. These employees pay fifty percent (50.0%) of the total normal cost as defined in the County Employees' Retirement Law of 1937.

7.5. Disability Retiree-Return Rights

A person who formerly held permanent status and was placed on disability retirement, who is subsequently determined by the retirement board to not be incapacitated and who is eligible for reinstatement as provided in Government Code Section 31730, and who is returned to SacSewer service, will have permanent status in a position comparable to that held at the time of retirement. The returned person's seniority and benefits will be based on service at the time of retirement.

7.6. Sick Leave Conversion at Retirement

Unused sick leave may be converted to additional service credits as permitted under applicable retirement system laws and regulations.

7.7. Deferred Compensation

Employees are eligible to participate in SacSewer's Deferred Compensation Plan to the extent provided by law. Employees who contribute to their 457(b) account will receive a matching contribution in one percent (1.0%) increments up to a maximum of five percent (5.0%). SacSewer's match will be placed into the employees' 401(a) account.

Article 8 - Allowances and Reimbursement

8.1. Boot Allowance

Employees receive a two hundred and fifty dollar (\$250.00) voucher every two (2) years for the purchase of safety boots, insoles, laces, and socks. Boots must meet the American National Standards Institute (ANSI) Standard Z41.1 Rating 75.

8.2. Safety Glasses

SacSewer provides and replaces safety glasses, including prescription glasses to employees when required by SacSewer.

8.3. Tuition Reimbursement

Employees may receive up to three thousand dollars (\$3,000) per year for tuition reimbursement from an accredited college, prep and certification courses related to job classification, registration fees, and mandated educationally related materials. To qualify for the reimbursement, the employee must obtain a grade of "C" or better or "pass" when taken as pass/fail.

8.4. Transit Pass Reimbursement

SacSewer reimburses employees who purchase a Transit Pass up to seventy-five dollars (\$75.00) per month.

8.5. Vehicle Allowance (Employee Group 6)

SacSewer provides employees with a vehicle allowance in the amount of five hundred and fifty dollars (\$550.00) per month.

8.6. Professional Registration Exams and Renewals (Employee Group 6)

SacSewer reimburses employees for fees charged by the State of California to obtain or renew their required professional registrations.

SacSewer may reimburse employees for fees charged by the State of California to obtain or renew voluntary professional registrations. Employees must have prior approval from their Director.

Article 9 - Effective

These Employee Benefits remain in full force and effect until modified by the Board.

Appendix “A” Covered Classifications

Employee Group 6 – Executive

Director of Internal Services
Director of Policy & Planning
Director of Collection System Operations
Director of EchoWater Operations
Director of Communications
Director of Finance
District Engineer

Employee Group 9 – Unrepresented

Administrative Assistant to the District Engineer
Administrative Services Manager
Administrative Services Officer I Confidential
Administrative Services Officer II Confidential
Administrative Services Officer III Confidential
Executive Administrative Assistant
Human Resources Analyst
Human Resources Information Services Analyst
Human Resources Manager
Human Resources Technician
Office Specialist Confidential
Personnel Specialist
Risk Analyst
Risk Manager
Senior Human Resources Analyst
Senior Personnel Specialist
Treatment Plant Operations & Maintenance Manager II

Appendix “B” Medical-in-Lieu

The below employees receive eight hundred and ninety-four dollars and fifty-two cents (\$894.52) per month in-lieu of medical insurance.

Eddie Eichberger
Jack Ortega

The employees below receive five hundred and thirty-five dollars (\$535.00) per month in-lieu of medical insurance.

Robert Armstrong
Rosemary Clark
Christoph Dobson
Michael Evans
Aaron Gonzalez
Mark Hooper
Terence Lee
Mark Massello
Bruce O'Roak
Guillermo Robles
Steven Scott
Jodie Sites
Catherine Wild

The employees below receive one hundred and fifty dollars (\$150.00) per month in-lieu of medical insurance.

Louella Magtoto
Chiho Murray
Derek M Chappelle
Belinda L Padayachee
Jeffrey M Barros
Gilbert T Perez
Srividhya Ramamoorthy
Carolyn F. Balazs
Ronald J Baptista

Appendix "C" Sick Leave Cash-Out Upon Retirement

Agustin J Lopez
Anna Johnson
Anna Nikolaou
Becky Shaffer
Bruce E O'Roak
Bryan Young
Carolyn Balazs
Catherine Wild
Christoph Dobson
Dan Boulger
Dan Wilson
Dave R Leamer
David A. Alaskin
Deborah Celestre
Dillon Miele
Donald Keene
Gene Laoyan
Gerardo Aguirre
Glen Iwamura
Guillermo Robles
Gus A Favalora
Heidi Oriol
Helen Hu
Hope Taylor
Jason Haddix
Jason Lofton
Jeff Vail
Jennifer Tigue
Jeremy Boyce
Jofil Borja
John J Hough
John Nurmi
Jose Ramirez
Joshua Nurmi
Kent Behrends
Kyle Frazier
Linda M Peters
Linda Stevens
Lisa Thompson
Lucia Escobar
Luisa M. Gomez
Mai-Tram Le
Mark Wachdorf

Marty Feldmann
Matt Doyle
Matthew McKimmy
Michael Dunbar
Michael T Redfern
Mike Crooks
Mike Huot
My Huynh
Nicole Coleman
Paige Bedegrew
Patrick K Schroeder
Paul Concannon
Paul Sutphin
Robert Seyfried
Rosemary Clark
Ryan Shewry
Sanjay Sivaprasad
Shabab Shams
Sharon Nichols-Sargeant
Sonny Lunde
Srividhya Ramamoorthy
Steve Nebozuk
Todd Coleman
Tepa Banda
Thea Durbin
Tina Cady
Tracey Ruff
Vu Pham
Yyomini Upadhyay
Will Buhler
William Yu
Yadira I Lewis