

**DRAFT**

**BEFORE THE BOARD OF DIRECTORS OF THE  
KINGSBURG HEALTHCARE DISTRICT**

**IN THE MATTER OF:**

Approval of Cost Of Living Adjustment  
(COLA) for Director of Administrative  
Services.

**RESOLUTION 2024-\_\_\_**

WHEREAS, the Kingsburg Healthcare District (the “**District**” or “**KHD**”) through its governing Board of Directors (“**Board**”) desires to confirm and ratify implementation of a COLA for its Director of Administrative Services (“**Employee**”) who did not receive a pay increase in the past two years;

WHEREAS, as of the start of the pay-period commencing on Wednesday, December 27, 2023, Employee and the District had already commenced discussions on potentially increasing Employee’s compensation, in conjunction with a performance evaluation of Employee;

WHEREAS, at its Board meeting held on February 13, 2024, the Board approved an updated job description for Employee, making Employee a full-time salaried and overtime exempt employee, and also approved a COLA increase in compensation for Employee, retroactive to December 27, 2023;

WHEREAS, for each pay-period commencing from December 27, 2023 through March 5, 2024, Employee’s regular payroll compensation did not include the COLA adjustment approved by the Board on February 13, 2024; and

WHEREAS, the Board now desires to confirm the amount of the approved COLA, authorize and ratify reimbursement to Employee of the unpaid COLA increase from December 27, 2023 through March 5, 2024, and to transition to semi-monthly paydays.

UPON MOTION OF BOARD MEMBER \_\_\_\_\_, SECONDED BY BOARD MEMBER \_\_\_\_\_, THE FOLLOWING WAS PASSED, APPROVED, AND ADOPTED BY THE BOARD OF DIRECTORS AT AN OFFICIAL MEETING HELD ON **March 13, 2024**, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:



ATTEST: \_\_\_\_\_  
KENNETH CRABB, Board Secretary

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**NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS:**

- 1. Found the foregoing recitals to be true, correct and incorporated herein;
- 2. Approved a combined two-year Cost Of Living Adjustment (COLA) consisting of 8.7% for the first year plus 3.2% for the second year, increasing Employee’s compensation to an annual gross salary of **seventy-one thousand five hundred eighty-six and 00/100** U.S. dollars (\$71,586.00 USD), to be earned and paid at a gross semi-monthly rate of **two thousand nine hundred eighty-two and 75/100** U.S. dollars (\$2,982.75 USD) each pay-period for a total of twenty-four (24) pay-periods annually;
- 3. Approved a repeal of Section III.A of the District’s Employee Handbook, and adopted a new Section III.A which shall now read in its entirety as follows:

A. Payment of Wages  
 Paychecks are normally available at the District Office, 1425 Marion Street, Kingsburg, California. If you observe an error on your check, please report it immediately to the District CEO.

All employees of the District are paid semi-monthly on or about every 1st and 15th day of each month, for all work performed during the pay period. If a regular payday falls on a holiday, employees will be paid on the day before the scheduled payday.

- 4. Authorized and ratified reimbursement pay to Employee of the unpaid COLA increase from December 27, 2023 through March 5, 2024, in a total amount not to exceed **one thousand two hundred two and 79/100** U.S. dollars (\$1,202.79 USD); and
- 5. Ordered and authorized the District’s CEO and other relevant District officers, staff and consultants to carry out the terms and conditions of this resolution and to take all steps reasonably necessary, proper and/or convenient and/or incidental thereto.

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