

CASITAS MUNICIPAL WATER DISTRICT  
PERSONNEL COMMITTEE

Brennan/Word

**December 10, 2019 - 4:30 p.m.**

**District Office**

**Board Room**

1055 Ventura Ave.  
Oak View, CA 93022

1. Roll Call
2. Public Comments
3. Board/Manager Comments
4. Review of Alternative Work Schedules:
  - a. Review and discuss possible alternative work schedules.
5. Employee Handbook Work Plan and Timeline
  - a. General Discussion

*Right to be heard: Members of the public have a right to address the Committee direction on any item of interest to the public which is within the subject matter jurisdiction of the Committee. The request to be heard should be made immediately before the Committee's consideration of the item. Not action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code.*

*If you require special accommodations for attendance at or participation in this meeting, please notify our office in advance (805) 649-2251 ext. 113. (Govt Code Section 65954.1 and 54952.2(a)).*

*Please be advised that members of the Board of Directors of Casitas who are not members of the this standing committee may attend the committee meeting referred to above only in the capacity of observers, and may not otherwise take part in the meeting. (Govt. Code Sections 54952.2(c)(6)).*

## CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

**TO:** PERSONNEL COMMITTEE

**FROM:** DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

**SUBJECT:** REPORT ON ALTERNATIVE WORK SCHEDULES

**DATE:** DECEMBER 10, 2019

### **RECOMMENDATION:**

Review and discuss the report on the Alternative Work Schedules (AWS).

### **BACKGROUND AND DISCUSSION:**

The current Memorandum of Understandings (MOUs) between Casitas Municipal Water District and Service Employees International Union (SEIU) Local 721 representing the General Unit, Recreation Unit and Supervisory & Professional Unit employees states the following:

*The possibility of alternate work weeks such as working four ten hour days or having a 9/80 schedule are currently being considered by management for each of their areas. It is recognized that prior to the implementation of flexible schedules District and Union will meet and confer regarding additional language to, at a minimum, the Articles pertaining to overtime, vacation, sick and holidays as they pertain to the alternate schedule.*

Prior to meeting with the union Casitas should establish which departments would like to participate; if we will offer both alternative schedules; and how the overtime, vacation, sick and holidays will be handled.

Currently each department manager is asking their staff if they are interested in working an AWS and if they prefer 4/10 or 9/80. After gathering the information the manager will determine any increased staffing or other costs associated with implementing the AWS.

Some items to consider and discuss:

1. The Utility crew and Administrative Services will need to be on the same schedule if all on the same 9/80.
2. Any employee on the 9/80 schedule will not be able to switch their designated day off because of payroll and the designated work period.
3. A new work period would be established starting 4 hours into their 8 hour day – the Friday prior to the Friday off if all employees on same schedule of Friday off.

4. An alternative 9/80 work period is to have all employees have alternate Friday's off by moving 4 hours of their 8 hour workday to Saturday.
5. If all employees were to be on the same 9/80 schedule would we want to be closed every other Friday? This would include increasing open hours Monday – Thursday.

Employees electing an alternative work schedule with need to sign an agreement regarding work hours. After a policy and agreement are created our Personnel attorneys will need to sign off.

Below is list of recommendations on how Holiday, Sick Leave and Vacation would be processed.

<u>9/80 Schedule</u>				<u>4/10 Schedule</u>			
Leave Type	Hours Scheduled	Hours Pd by Casitas	Hours of Leave EE must Use	Leave Type	Hours Scheduled	Hours Pd by Casitas	Hours of Leave EE must Use
Holiday	9	8	1	Holiday	10	8	2
Holiday	8	8	0				
Sick Leave	9	0	9	Sick Leave	10	0	10
Sick Leave	8	0	8				
Vacation	9	0	9	Vacation	10	0	10
Vacation	8	0	8				

**BUDGET IMPACT:**

Unknown at this point.

Attachment: Other Agency Comparison

<b>Agency</b>	<b>Hours</b>	<b>Alternate Work Schedule</b>	<b>Work Week</b>
Las Virgenes Municipal Water District	Mon - Fri 8:00 a.m. - 5:00 p.m.	9/80	begins 4 hours after start of working Friday Four hours of the 8 hour work day each week moves to Saturday and each Friday an EE can be off. Not closed on any Friday.
United Water	Mon - Thurs 7:30 -5:00 p.m. Friday 8:00 a.m. - 5:00 p.m.	9/80	
City of Ventura	Mon - Thurs 7:30 -5:00 p.m. Friday 8:00 a.m. - 5:00 p.m.	9/80	Closed every other Friday

## **CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM**

**TO:** PERSONNEL COMMITTEE

**FROM:** DIANA IMPEARTRICE, HUMAN RESOURCES MANAGER

**SUBJECT:** TIMELINE FOR EMPLOYEE HANDBOOK

**DATE:** DECEMBER 10, 2019

**RECOMMENDATION:**

Review and discuss the Employee Handbook Work Plan and Timeline.

**BACKGROUND AND DISCUSSION:**

The current Employee Handbook is not distributed to employees because it's extremely out of date. In order to update the handbook the policies need to be updated.

The update can be lengthy due to the processes involved with updating policies and integrating into final employee handbook.

The beginning of the employee handbook should welcome the employee to Casitas and provide information about Casitas. My recommendation is that the Board of Directors should write the opening and can be done as we are closer to finalizing the employee handbook.

Attachment: Draft Employee Handbook Work Plan and Timeline

# Employee Handbook Workplan



	Phase 1 Create and Receive Approval for Policies	Phase 2 Integrate Policies in Employee Handbook	Phase 3 Meet with Union	Phase 4 Employee Handbook Approval
<b>Activities</b>	List of activities	List of activities	List of activities	List of activities
	Update or create policy and compare to MOU	As each policy is approved add into employee handbook.	Meet with the union to sign off on Employee Handbook	Take to Board of Directors for Handbook Approval
	Bring Policy to the Personnel Committee - goal is 3-4 policies per meeting	Goal is to have policies fully integrated in May	Goal is to provide to Union in May	Goal is to approve during June Board of Directors meeting
	Send policy to Personnel Attorney for review			
	Implement any changes and meet with union for sign off on policy			
	Bring policy to Board of Directors for Approval			
	Notify all employees of the new or updated policy			