

BOARD MEETING DATE: December 2, 2016

AGENDA NO. 11

PROPOSAL: Amend Provisions of SCAQMD's Salary Resolution and Labor Contracts with Teamsters Local 911 and SCPEA Relating to Vacation Leave Balances

SYNOPSIS: Due to unforeseen, high priority operational needs, staff has been required to limit the use of vacation time this year. As a result, a number of employees will exceed the cap on vacation leave balances, and will be prohibited from accruing vacation time or will be required to forfeit vacation hours accrued. This proposal seeks approval of a one-time amendment of SCAQMD's Salary Resolution and the MOUs for represented employees, in order to suspend the limitations on vacation leave balances for 2016.

COMMITTEE: Administrative, November 18, 2016; Recommended for Approval

RECOMMENDED ACTIONS:

1. Approve the proposed amendments to the 2015-2017 Teamsters MOU, representing the Technical-Enforcement and Office Clerical and Maintenance bargaining units, and the 2015-2017 SCPEA MOU representing the Professional bargaining unit employees. Changes to the 2015-2017 Teamsters MOU are shown in Attachment A and changes to the 2015-2017 SCPEA MOU are shown in Attachment B.
2. Adopt the Resolution in Attachment C, amending Section 41 (Time of Taking Vacations) of SCAQMD's Salary Resolution.

Wayne Nastri
Acting Executive Officer

MOK:AJO:tc

Background

Section 41 of SCAQMD's Salary Resolution provides that employees are not permitted to accrue additional vacation time if the employee's vacation leave balance exceeds 360 hours by the end of the last pay period beginning in December. Vacation accrual resumes when the employee's vacation leave balance falls to 360 hours or less. Article 15, Section 6, of the SCPEA MOU, and Article 15, Section 5, of the Teamsters MOU

provide that employees are not permitted to have vacation leave balances in excess of 360 hours at the end of the last pay period beginning in December. Represented employees whose vacation balances exceed 360 hours forfeit any vacation hours above this cap.

Proposal

Recent, unforeseen operational needs, and the implementation of SCAQMD work plan goals, such as the Permit Backlog Reduction Action Plan presented to the Board in October, have necessitated limiting approvals for employees to take vacation time off this year. These circumstances make it difficult for employees with vacation leave balances at or near the cap, often the most knowledgeable and experienced employees, to control the effects of exceeding the limits.

This proposal seeks approval to amend SCAQMD’s Salary Resolution and the Memoranda of Understanding with the represented employees – on a one-time-only exception basis. For unrepresented employees, the Salary Resolution would be amended to allow employees whose vacation leave balances exceed 360 hours at the end of the last pay period beginning in December 2016 to continue to accrue vacation time. The 360-hour accrual maximum will be reinstated at the end of the last pay period beginning in December 2017. For represented employees, the MOUs would be amended to allow employees whose vacation leave balances are in excess of 360 hours at the end of the last pay period beginning in December 2016 to carry over and use the excess hours. The 360-hour accrual carry-over maximum will be reinstated at the end of the last pay period beginning in December 2017. This proposed action will not affect employees whose vacation balances are below 360 hours at the end of the last pay period beginning in December 2016.

Management has reached a tentative agreement with the representatives of each of the bargaining units on this amendment.

Fiscal Impacts

Approval of these amendments will not have a significant fiscal impact on the 2016-17 Fiscal Year budget.

Attachments

Attachment A – Teamsters MOU Amendments

Attachment B – SCPEA MOU Amendments

Attachment C – Resolution regarding Salary Resolution Amendments

ATTACHMENT A

SOUTH COAST AIR QUALITY

MANAGEMENT DISTRICT

MEMORANDUM OF UNDERSTANDING

**TECHNICAL & ENFORCEMENT
AND
OFFICE CLERICAL & MAINTENANCE UNITS**

January 1, 2015 – December 31, 2017

Article 15 - VACATIONS, Section 5 (Time of Taking Vacations) of this MOU is amended by the following:

There is a one-time exception to the 360-hour accrual carry-over maximum: Employees whose vacation leave balances are in excess of 360 hours at the end of the last pay period beginning in December 2016 may carry over and use the excess hours and will continue to accrue vacation leave. The 360-hour accrual carry-over maximum will be reinstated at the end of the last pay period beginning in December 2017.

ATTACHMENT B

SOUTH COAST AIR QUALITY

MANAGEMENT DISTRICT

MEMORANDUM OF UNDERSTANDING

PROFESSIONAL UNIT

January 1, 2015 – December 31, 2017

Article 15 - VACATIONS, Section 6 (Time of Taking Vacations) of this MOU is amended by the following:

There is a one-time exception to the 360-hour accrual carry-over maximum: Employees whose vacation leave balances are in excess of 360 hours at the end of the last pay period beginning in December 2016 may carry over and use the excess hours and will continue to accrue vacation leave. The 360-hour accrual carry-over maximum will be reinstated at the end of the last pay period beginning in December 2017.

ATTACHMENT C

RESOLUTON NO. 16-_____

A Resolution of the South Coast Air Quality Management District Board amending SCAQMD's Salary Resolution.

WHEREAS, Section 41 (TIME OF TAKING VACATIONS) of SCAQMD's Salary Resolution provides that employees are not permitted to accrue additional vacation if the employee's vacation leave balance exceeds 360 hours by the end of the last pay period beginning in December. Vacation accrual resumes at the beginning of the pay period immediately following the pay period in which the vacation leave balance falls to 360 hours or less.

WHEREAS, in consideration of SCAQMD operational needs, the Board of South Coast Air Quality Management District desires to amend Section 41 to allow employees whose vacation balances exceed 360 hours at the end of the last pay period beginning in December 2016 to continue to accrue vacation time.

THEREFORE, BE IT RESOLVED that the Board of the South Coast Air Quality Management District, does hereby amend Section 41 of the Salary Resolution as follows:

There is a one-time exception to the 360-hour accrual maximum: Employees whose vacation leave balances exceed 360 hours at the end of the last pay period beginning in December 2016 will continue to accrue vacation time. The 360-hour accrual maximum will be reinstated at the end of the last pay period beginning in December 2017.

AYES:

NOES:

ABSENT:

DATED: _____

Denise Garzaro, Clerk of the Boards