

BOARD MEETING DATE: October 7, 2022

AGENDA NO. 12

PROPOSAL: Amend Provisions of South Coast AQMD's Salary Resolution, Teamsters Local 911 MOU, and SC-PEA MOU Relating to Vacation Leave Accrual Limitations

SYNOPSIS: Employees whose vacation accrual balances exceed 360 hours by the end of the last pay period beginning in December cannot accrue additional vacation until their balances are lowered to 360 hours. Due to operational needs, staff has been required to restrict the use of vacation leave time and, as a result, a substantial number of employees will exceed the accrual limits on vacation leave balances and will not be able to accrue vacation leave until their balance is below the threshold. This proposal seeks approval of amendments to applicable provisions of the South Coast AQMD Salary Resolution, Teamsters Local 911 MOU, and SC-PEA MOU to temporarily increase the vacation leave accrual threshold to 450 hours and to extend the deadline to meet the limitation by two months.

COMMITTEE: No Committee Review

RECOMMENDED ACTIONS:

Approve proposed amendments to temporarily increase the vacation leave accrual threshold to 450 hours and to extend the deadline to meet the limitation to the last pay period beginning in February 2023 by adding language to:

1. Article 15, section 5 of the 2022-2023 Teamsters MOU (Attachment A);
2. Article 15, section 6 of the 2022-2023 Professional Unit MOU, (Attachment B); and
3. Section 41(a) of South Coast AQMD's Salary Resolution (Attachment C).

Wayne Nastri
Executive Officer

AJO:mm

Background

Vacation leave accrual for employees has certain limitations. Specifically, employees do not accrue additional vacation time if their vacation leave balance exceeds 360 hours by

the end of the last pay period beginning in December of each year. Vacation accrual resumes when the employee's vacation leave balance falls to 360 hours or less. See, Article 15, Section 5, of the Teamsters MOU, providing terms for the Technical & Enforcement and Office Clerical and Maintenance bargaining units; Article 15, Section 6, of the Professional Unit MOU, providing terms for the Professional Unit employees; and Section 41 of South Coast AQMD's Salary Resolution, which covers unrepresented employees.

High priority operational and program needs, such as the AQMP, Permit Backlog Reduction Action Plan and AB 617, as well as ongoing regular functions (such as finance and information technology duties), require maximum capacity staffing resources. However, operational needs, impacted by the COVID-19 pandemic, high vacancy rate, emergency response, and other high priority matters, have required limiting approvals for employees to take vacation time off. These circumstances make it difficult for employees with vacation leave balances at or near the threshold, often the most knowledgeable and experienced employees, to manage the impact of exceeding the limits.

Proposal

This proposal seeks approval of amendments to South Coast AQMD's Salary Resolution, Teamsters Local 911 MOU, and SC-PEA MOU. For bargaining unit members, the proposed amendments would temporarily increase the vacation leave accrual threshold from 360 hours to 450 hours. It would also extend the time to meet this threshold to the end of the last pay period beginning in February 2023. At that time, employees with vacation leave balances at or below 450 hours will continue to accrue vacation leave hours. Management has reached agreement with the representatives of the bargaining units on this proposal, subject to Board approval.

For unrepresented classifications, the Salary Resolution would be amended to also allow employees with vacation leave balances at or below 450 hours at the end of the last pay period beginning in February 2023 to continue to accrue vacation leave hours.

The 360-hour accrual limit will be reinstated and implemented for all employees at the end of the last pay period beginning in December 2023. At that time, employees shall not accrue additional vacation leave until balances are lowered to 360 hours.

Fiscal Impacts

Sufficient funding for these amendments is available in the 2022-23 Fiscal Year budget. Future costs for the agency's liability for compensated absences are reduced with this proposal.

Attachments

- A – Proposed Amendment to Teamsters MOU
- B – Proposed Amendment to Professional Unit MOU
- C – Proposed Amendment to Salary Resolution

ATTACHMENT A

SOUTH COAST AIR QUALITY

MANAGEMENT DISTRICT

MEMORANDUM OF UNDERSTANDING

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

January 1, 2022 – December 31, 2023

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

Employees whose vacation accrual balances exceed 450 hours by the end of the last pay period beginning in February 2023 may not accrue additional vacation until balances are lowered to 450 hours. The 360-hour accrual limit will be reinstated and implemented at the end of the last pay period beginning in December 2023. At that time, employees shall not accrue additional vacation hours until balances are lowered to 360 hours.

ATTACHMENT B

**SOUTH COAST AIR QUALITY
MANAGEMENT DISTRICT**

MEMORANDUM OF UNDERSTANDING

PROFESSIONAL UNIT

January 1, 2022 – December 31, 2023

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

Employees whose vacation accrual balances exceed 450 hours by the end of the last pay period beginning in February 2023 may not accrue additional vacation until balances are lowered to 450 hours. The 360-hour accrual limit will be reinstated and implemented at the end of the last pay period beginning in December 2023. At that time, employees shall not accrue additional vacation hours until balances are lowered to 360 hours.

ATTACHMENT C

SOUTH COAST

AIR QUALITY MANAGEMENT DISTRICT

SALARY RESOLUTION

January 7, 2022

Section 41 (TIME OF TAKING VACATIONS), subsection a, of this *Salary Resolution* is amended by adding the following:

Employees whose vacation accrual balances exceed 450 hours by the end of the last pay period beginning in February 2023 may not accrue additional vacation until balances are lowered to 450 hours. The 360-hour accrual limit will be reinstated and implemented at the end of the last pay period beginning in December 2023. At that time, employees shall not accrue additional vacation hours until balances are lowered to 360 hours.