

BOARD MEETING DATE: December 4, 2020

AGENDA NO. 10

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

SYNOPSIS: Due to operational needs brought about by the COVID-19 pandemic, staff has been required to restrict the use of vacation leave time. As a result, a substantial number of employees will exceed the accrual limits on vacation leave balances at the end of the year and will be prohibited from accruing vacation leave hours next year. This proposal seeks approval of amendments to applicable provisions of South Coast AQMD's Salary Resolution and the bargaining unit MOUs, in order to temporarily suspend the limitations on vacation leave accrual.

COMMITTEE: No Committee Review

RECOMMENDED ACTIONS:

1. Approve the proposed amendments to the 2018-2020 Teamsters MOU, representing the Technical-Enforcement and Office Clerical and Maintenance bargaining units, and the 2018-2020 Professional Unit MOU representing the Professional bargaining unit employees. Proposed changes to the 2018-2020 Teamsters MOU are shown in Attachment A and proposed changes to the 2018-2020 Professional Unit MOU are shown in Attachment B.
2. Approve the proposed amendments to Section 41(a) of South Coast AQMD's Salary Resolution.

Wayne Nastri
Executive Officer

Background

Vacation leave accrual for employees is limited. Specifically, 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. See, Article 15, Section 5, of the Teamsters MOU; Article 15, Section 6, of the Professional Unit MOU; and Section 41 of South Coast AQMD's Salary Resolution.

This year, due to the anticipated financial impacts of the COVID-19 pandemic, the Board adopted a budget with a higher than usual vacancy rate of 13 percent, as a means to reduce expenditures. Since July, staff has maintained or exceeded this vacancy rate, while continuing to meet South Coast AQMD's commitments and responsibilities in its planning, compliance, monitoring, grant and permitting programs.

Proposal

High priority operational and program needs, such as the Permit Backlog Reduction Action Plan and AB 617, as well as the ongoing regular functions (such as finance and information technology duties) require maximum capacity staffing resources. However, the reduced staffing required by the budget for cost-saving purposes necessitates 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 control the effects of exceeding the limits.

This proposal seeks approval of amendments to South Coast AQMD's Salary Resolution, and the Memoranda of Understanding with the represented employees. For bargaining unit members, the MOUs would be amended to allow employees whose vacation leave balances exceed 360 hours at the end of the last pay period beginning in December 2020 to continue to accrue vacation leave hours. Management has reached a tentative agreement with the representatives of the bargaining units. Similarly, for unrepresented classifications, the Salary Resolution would be amended under this proposal to allow employees whose vacation leave balances exceed 360 hours at the end of the last pay period beginning in December 2020 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 2021.

Fiscal Impacts

Sufficient funding for these amendments is available in the 2020-21 Fiscal Year budget.

Attachments

Attachment A – Proposed Amendment to Teamsters MOU

Attachment B – Proposed Amendment to Professional Unit MOU

Attachment 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, 2018 – December 31, 2020

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

Employees whose vacation leave balances exceed 360 hours by the end of the last pay period beginning in December 2020 may accrue additional vacation leave hours. The 360-hour accrual limit will be reinstated and implemented at the end of the last pay period beginning in December 2021.

ATTACHMENT B

SOUTH COAST AIR QUALITY

MANAGEMENT DISTRICT

MEMORANDUM OF UNDERSTANDING

PROFESSIONAL UNIT

January 1, 2018 – December 31, 2020

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

Employees whose vacation leave balances exceed 360 hours by the end of the last pay period beginning in December 2020 may accrue additional vacation leave hours. The 360-hour accrual limit will be reinstated and implemented at the end of the last pay period beginning in December 2021.

ATTACHMENT C

SOUTH COAST

AIR QUALITY MANAGEMENT DISTRICT

SALARY RESOLUTION

Amended October 2, 2020

Section 41 (TIME OF TAKING VACATIONS), subsection a, of this *Salary Resolution* is amended as follows:

Employees whose vacation leave balances exceed 360 hours by the end of the last pay period beginning in December 2020 may accrue additional vacation leave hours. The 360-hour accrual limit will be reinstated and implemented at the end of the last pay period beginning in December 2021.