

BOARD MEETING DATE: November 5, 2021

AGENDA NO. 13

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

**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, Teamsters Local 911 MOU, and SC-PEA Terms & Conditions of Employment, in order to temporarily suspend the limitations on vacation leave accrual.

**COMMITTEE:** Administrative, October 8, 2021; Recommended for Approval

**RECOMMENDED ACTIONS:**

1. Approve the proposed amendments to the 2021-2021 Teamsters MOU, representing the Technical & Enforcement and Office Clerical and Maintenance bargaining units (Attachment A), and the October 1, 2021 Professional Unit Terms and Conditions of Employment representing the Professional Unit employees (Attachment B) to temporarily suspend the limitations on vacation leave accrual; and
2. Approve the proposed amendments to Section 41(a) of South Coast AQMD's Salary Resolution, which covers non-represented employees, to temporarily suspend the limitations on vacation leave accrual. (Attachment C)

Wayne Natri  
Executive Officer

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**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. 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 Terms and Conditions of Employment; and Section 41 of South Coast AQMD's Salary Resolution.

Due to the financial impacts of the COVID-19 pandemic, departments have maintained a higher than usual vacancy rate. However, South Coast AQMD's commitments and responsibilities in its planning, compliance, monitoring, grant and permitting programs must continue to be met.

### **Proposal**

High priority operational and program needs, such as the 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, the reduced staffing required 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 manage the impact of exceeding the limits.

This proposal seeks approval of amendments to South Coast AQMD's Salary Resolution, Teamsters Local 911 MOU, and SC-PEA Terms & Conditions of Employment. For bargaining unit members, the proposed amendments would allow employees whose vacation leave balances exceed 360 hours at the end of the last pay period beginning in December 2021 to continue to accrue vacation leave hours. Management has met and conferred with the representatives of the bargaining units. Similarly, for unrepresented classifications, 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 2021 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 2022.

### **Fiscal Impacts**

Sufficient funding for these amendments is available in the 2021-22 Fiscal Year budget.

### **Attachments**

- A. Proposed Amendment to Teamsters MOU
- B. Proposed Amendment to Professional Unit Terms & Conditions of Employment
- 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, 2021 – December 31, 2021**

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

Employees whose vacation leave balances exceed 360 hours by the end of the last pay period beginning in December 2021 may continue to 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 2022.

**ATTACHMENT B**

**SOUTH COAST AIR QUALITY**

**MANAGEMENT DISTRICT**

**TERMS AND CONDITIONS OF EMPLOYMENT**

**PROFESSIONAL UNIT**

**Approved October 1, 2021**

Article 15 - VACATIONS (Time of Taking Vacations), Section 6, of the Terms and Conditions of Employment is amended by adding the following:

Employees whose vacation leave balances exceed 360 hours by the end of the last pay period beginning in December 2021 may continue to 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 2022.

**ATTACHMENT C**

**SOUTH COAST**

**AIR QUALITY MANAGEMENT DISTRICT**

**SALARY RESOLUTION**

**February 5, 2021**

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

Employees whose vacation leave balances exceed 360 hours by the end of the last pay period beginning in December 2021 may continue to 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 2022.