**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

October 8, 1993

To: Board of Directors (Organization and Personnel Committee--Action)
(Legal and Claims Committee--Action)

From: General Manager

Subject: Amendment of the Administrative Code to Conform
with Recent Labor Negotiations and Personnel Actions

Report

As result of last month's employee ratification and Board approval of new Memoranda of Understanding with three of the District's employee organizations (Management and Professional Employees Association (MAPA), Association of Confidential Employees (ACE) and Field Supervisors and Professional Personnel Association (Supervisors)), a number of conforming changes must be made to the Administrative Code of the Metropolitan Water District of Southern California. The major changes include:

Chapter 6 of Division VI of the Administrative Code (§§ 6100-6119) should be deleted. Chapter 6 contains the compensation and benefits package of the Supervisors unit, in lieu of a signed MOU. Since the Supervisors now have a signed MOU, containing the compensation and benefits package, Chapter 6 is no longer needed.

Section 6500 sets out the hourly pay rate schedule for employees who are not represented by one of the District's bargaining units. However, in the recent negotiations a number of the classifications currently listed in that section were added to ACE. Those classifications should be deleted from Section 6500 to conform it to the recent agreement. The proposed changes to Section 6500 are indicated by underlining and strikeover on Attachment A; a "clean" version of the amended Section 6500 is attached as Attachment B.

In addition, a number of sections must be amended to conform to revisions in medical contributions, grievance procedures, timing of sick leave pay-off and maximum vacation accrual. The proposed changes are shown in Attachments A and B.

Finally, Section 6500 should be amended to revise the flat rate salary which the Board has established for the General Manager and General Counsel. The rate for those positions in Section 6500 has not been revised to reflect the recent appointment of a new General Manager and General Counsel. These proposed changes are shown on Attachments A and B.

Board Committee Assignments

This letter is referred for action to:

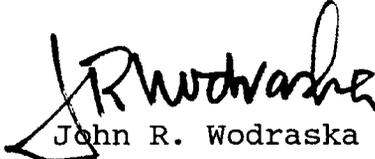
The Organization and Personnel Committee because of its responsibility to study, advise and make recommendations in regards to relations between the District and its employees including all matters affecting wages, hours, and other terms and conditions of employment, pursuant to Administrative Code Section 2471(c); and

The Legal and Claims Committee because of its responsibility to look at the legal aspects and legal consequences of executed Memoranda of Understanding between the General Manager and an organization representing employees, pursuant to Administrative Code Section 2461(i).

Recommendation

ORGANIZATION AND PERSONNEL AND LEGAL AND CLAIMS COMMITTEES FOR ACTION.

It is recommended that the Board of Directors authorize the General Manager to (1) delete Chapter 6, Division 6 from the Administrative Code and (2) amend Sections 6226, 6248, 6500, 6522, 6527 and 6540 of the Administrative Code to read as shown in Attachment B to this letter.


John R. Wodraska

ATTACHMENT A

§ 6226. Vacation Leave.

(a) Employees shall accumulate vacation leave with full pay at the following rates for each hour of total service:

Range of Hours From	Through	Accumulation Factor For Each Hour Within Range	Maximum Accumulation
1	8,352	.0386250	161.28
8,353	18,792	.0574720	240
18,793	20,880	.0616100	257.28
20,881	22,968	.0652880	272.64
22,969	25,056	.0689660	288
25,057	27,144	.0731040	305.28
27,145	Last hour of total service	.0767817	320.64

Notwithstanding the above, the maximum accumulation of an employee represented by Management and Professional Employees Association, Association of Confidential Employees and the Supervisors Association, and those classifications listed in Section 6500, shall be 1.25 times the maximum accumulation that would otherwise be applicable.

(b) The time at which an employee shall take vacation leave shall be determined by the Department Head with due regard for the wishes of the employee and particular regard for the needs of the District with the understanding that each employee shall be encouraged to take a reasonable number of hours of vacation leave each calendar year, provided that if it is not in the best interests of the District to grant an employee annual leave in the current year, such annual leave may be granted by the Department Head in the next succeeding year.

(c) If at the end of any pay period of any annual payroll cycle the total of accumulated vacation leave exceeds the limitation on accumulation applicable to the hours of total service, the excess accumulated vacation leave may not be used but shall, as soon as practicable after the end of the twenty-fourth pay period of the annual payroll cycle, be paid to the employee entitled thereto at the employee's hourly pay rate in effect at the end of said twenty-fourth pay period for one hundred percent of the excess accumulated hours of such vacation leave. The excess accumulated hours shall be canceled.

(d) No vacation may be granted, or paid for, unless the employee has completed 1,044 hours current service, including military leave during the period of current service.

(e) Employees returning from leave for military service shall earn vacation at the rate appropriate to the total time of District employment plus military service.

(f) Notwithstanding any provision of this Section 6226 to the contrary, a Department Head may approve the accumulation of vacation leave at a rate of .0574720 hours for each hour of service for the first through the fourth year of service for an employee recruited by that Department Head.

§ 6248. Severance Pay.

(a) Any employee who resigns, is laid off for lack of work, is removed for cause, retires under the provisions of the Public Employees' Retirement Law, or enters upon an extended military leave without pay, shall be paid for all of his accumulated vacation leave and earned compensatory time, if any, as soon as practicable after separation from active employment. If the employee should die, his estate shall be entitled to his pay for accumulated vacation and earned compensatory time.

(b) Any employee who resigns, is laid off for lack of work, is removed for cause, or retires under the provisions of the Public Employees' Retirement Law, shall be paid at his hourly pay rate for 52.2 percent of his accumulated hours of sick leave, if any, in accordance with the following schedule.

(1) If the severance value of his accumulated sick leave as determined above is \$5,000 or less, or if he is not yet age 50 as of his separation from employment, it shall be paid in full at the time of separation from employment; and

(2) If the severance value of his accumulated sick leave as determined above is greater than \$5,000 and he is age 50 or more as of his separation from employment, it shall be paid as follows:

(i) \$3,000 at the time of separation from employment; and

(ii) The remainder without interest on the second payday of the calendar year next following his separation from employment. If the employee should die before or after separation from employment, his estate shall be entitled to any unpaid remainder of the severance value of his accumulated sick leave as determined above, without regard to the scheduled deferment prescribed by this section.

(3) Notwithstanding paragraph (2), employees represented by Management and Professional Employees Association, Association of Confidential Employees and Supervisors Association, and classifications listed in Section 6500, shall be paid the full value of their severance pay at the time of separation.

In lieu of the foregoing, effective December 1, 1990, or as soon thereafter as practicable, an employee eligible to obtain service credit under Government Code Section 20862.8 may elect to have all of the accumulated hours of sick leave credited as service for retirement purposes.

(c) If any employee with more than 10,440 hours without an interruption in District service, as defined in Section 6248(e), is laid off from District employment because of a reduction in the work force, the employee shall, in addition to any other payments to which he may be entitled, receive a payment of 40 times his current hourly rate. The amount will be paid as if earned during the payroll period in effect on the last day the employee was employed by the District.

(d) Notwithstanding Section 6227(d) and Section 6248(b), employees employed after January 1, 1983, shall not be eligible for compensation for unused sick leave until they have completed 10,440 hours without an interruption in District service as defined in Section 6248(e).

(e) For purposes of this Section, an interruption in service occurs if an employee is terminated from employment.

§ 6500. Hourly Pay Rate Schedule.

(a) Effective June 21, 1992, the hourly pay rate (as that term is defined in subdivision (i) of Section 6200) schedule of positions occupied by management and confidential not in an appropriate unit recognized pursuant to Section 6108 employees shall be as follows:

Grade	Range	Title	Positions	
			Authorized	Total
46	23.48-29.28 (49,026-61,137)	*Sr. Personnel Analyst	4	4
52	27.69-34.40 (57,817-71,827)	*Pr. Personnel Analyst	4	4
56	30.88-38.25 (57,817-71,827)	*Manager, Personnel Svcs.	1	1

58	31.48-38.98	*Executive Secretary	1	
	(65,730-81,390)	*Employee Relations Administrator	1	2
		*		
60	33.21-41.12	**Asst. Auditor	1	1
	(69,342-85,859)			
63	35.95-44.56	*Asst. Dir., Information Systems	2	
	(75,064-93,041)	*Manager, Bay Delta Affairs	1	
		*Sr. Asst. Dir. Public Affairs	1	
		*Asst. Director of Personnel	1	
		*Asst. Director of Right of Way and Land	1	
		*Asst. Director of Admin. Services	1	7
64	36.93-45.78	*Asst. Director of Planning	1	1
	(77,110-95,589)			
	100,275(FR)	*Auditor	1	1
65	39.33-48.71	*Assoc. Director, Resources	1	
	(82,121-101,706)	* Division	1	
		*Assoc. Director of Water Quality	1	
		*Associate Director State Water Project and Conservation	1	3
68	42.59-52.79	*Director of Planning	1	
	(88,928-110,226)	*Director of Public Affairs	1	
		*Director of Resources	1	
		*Director of Water Quality	1	
		*Director, Information Systems	1	
		*Director of Personnel	1	
		*Dir. of Right of Way & Land *Dir. of Admin. Services	1	
		*Dir. of Environmental Compliance	1	
		*Asst. Chief Engineer	2	
		*Asst. Chief of Operations	2	
		*Asst. Director of Finance	1	
		*Exec. Asst. for Strategic Policy Development	1	
		*Dir., State Water Project and Conservation Division	1	16
71	46.15-57.26	*Exec. Asst. to General Manager	1	
	(96,361-119,559)	*Legislative Representative	1	2

74	50.01-62.13	*Chief Engineer	1	
	(104,421-129,727)	*Director of Finance	1	
		*Chief of Operations	1	3
		*		
76	50.97-63.34	**Asst. General Counsel	1	1
	(106,425-132,254)			
		*		
80	56.83-70.57	**Asst. General Manager	3	3
	(118,661-147,350)			
	149,100 <u>140,000</u> (FR)	*General Counsel	1	1
	189,000 <u>175,000</u> (FR)	*General Manager	1	1
		TOTAL		<u>5140</u>

() = Shows approximate annual salary range for convenience, Board approved rates are hourly
 *Not eligible for overtime
 **Salary not adjusted during 1992/93 fiscal year
 (FR) = Designates flat rate annual salary

§ 6522. Medical Insurance.

The District's monthly contribution for employees in classifications listed in Section 6500 and related annuitants to the medical plans maintained by the Public Employees' Retirement System under the provisions of the Public Employees' Medical and Hospital Care Act shall be as follows:

For plans in effect on August 1, ~~1992~~1993:

Employee or Annuitant Only	\$211 <u>\$227</u>
Employee or Annuitant Plus One Dependent	\$399 <u>\$431</u>
Employee Annuitant Plus Two or More Dependents	\$531 <u>\$574</u>

~~§ 6527. Vacation Leave.~~

~~The maximum accumulation of a management or confidential employee shall be 1.25 times the maximum accumulation that would otherwise be applicable under Section 6226(a).~~

§ 6540. Procedure.

The grievance procedure applicable to ~~management and confidential employees~~ represented by Management and Professional Employees Association and those classifications listed in Section 6500 shall be as set forth in this Article.

ATTACHMENT B

§ 6226. Vacation Leave.

(a) Employees shall accumulate vacation leave with full pay at the following rates for each hour of total service:

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1	8,352	.0386250	161.28
8,353	18,792	.0574720	240
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		*Director of Personnel	1	
		*Dir. of Right of Way & Land	1	
		*Dir. of Admin. Services	1	
		*Dir. of Environmental Compliance	1	
		*Asst. Chief Engineer	2	
		*Asst. Chief of Operations	2	
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		*		

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For plans in effect on August 1, 1993:

Employee or Annuitant Only	\$227
Employee or Annuitant Plus One Dependent	\$431
Employee Annuitant Plus Two or More Dependents	\$574

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