



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

7-6

May 28, 1997

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

From: *for* General Manager Edward J. Mesita

Submitted by: Izetta E. Birch
Director of Human Resources Izetta E. Birch

Subject: Personal Leave Benefit for Regular Part-Time and Temporary Employees

RECOMMENDATION(S)

It is recommended that effective June 29, 1997, regular part-time and temporary part-time employees be entitled to twelve hours of personal leave for the 1997 calendar year. For subsequent calendar years, it is recommended the personal leave provided to regular part-time and temporary part-time employees will be twenty-four hours. It is also recommended that temporary full-time employees be entitled to twenty-four hours of personal leave effective June 29, 1997 for the 1997 calendar year. For subsequent calendar years, it is recommended that the personal leave provided to temporary full-time employees be forty-eight hours. It is further recommended that Administrative Code Section 6201, Benefits Paid Temporary Employees, be amended and Administrative Code Section 6231, Benefits Paid Regular Part-Time Employees, be added as set forth in Attachment A.

EXECUTIVE SUMMARY

Under Metropolitan's current provisions, employees who are not categorized as regular full-time are not eligible for participation in most of Metropolitan's benefit and leave programs. The only programs available to these employees are participation in the deferred compensation programs; membership in the Public Employees' Retirement System (PERS) and the option to elect a PERS medical plan for those who meet PERS eligibility requirements; and leave accrual for those employees who are categorized as regular part-time or recurrent who have completed 10,400 hours of service (5 years).

At the outset of the Capital Improvement Program, a strategic decision was made to utilize temporary employees to meet many workload needs associated with the various projects. Unlike regular full-time employees, these employees are not eligible for paid holidays, and the majority of these employees do not accrue leave time. The recommended addition of personal leave is intended to provide a better personal leave time equity between regular part-time and temporary employees, and their regular, full-time co-workers.

DETAILED REPORT

Traditionally, Metropolitan has utilized temporary employees to perform duties involved in accomplishing various projects and activities during peak periods of work flow. In recent years, however, Metropolitan has undertaken several major capital projects which have required additional staffing for longer periods of time.

In August 1996, Metropolitan implemented five Categories of Employment, in accordance with the Memorandum of Understanding (MOU) between Metropolitan and the general employees unit (represented by AFSCME, Local 1902). The categories are specifically defined as: (A) regular full-time: regular employees who work a 40-hour week for an indefinite time period; (B) regular part-time: regular employees who work at least 20 but less than 40 hours per week; (C) temporary full-time: employees hired for a specified limited time who work 40 hours per week; (D) temporary part-time: employees hired for a specified limited time who work less than 40 hours per week; and (E) recurrent: employees hired for an indefinite time period who work on an irregular basis, such as intermittent, emergency, or on-call. Employees in assignments which are regular part-time or recurrent receive leave accruals of .0193125 for each hour worked once they have worked the equivalent of five years. These provisions also apply to management and confidential employees.

While full-time employees accrue leave for vacation, personal, sick time, and receive holiday pay, their counterparts who are not in regular full-time assignments do not receive such benefits, although they may be working side-by-side on the same projects. When Metropolitan's offices are closed for a holiday or when an employee who is not regular, full-time needs to take time off, he or she receives no pay. By providing regular part-time and temporary employees with personal leave, they will be able to receive a modest amount of paid leave for such occasions.

The proposed provision would entitle an employee who is categorized as regular part-time or temporary part-time to twenty-four hours of personal leave following the completion of 1,044 hours of service at Metropolitan; temporary full-time employees will receive forty-eight hours following the completion of 1,044 hours. The hours would be available each January, and forfeited without pay if unused by December 31 of that year. All provisions governing the use of personal leave in the Administrative Code and applicable bargaining unit agreements will apply. For the 1997 calendar year, eligible employees would receive one-half the number of hours, since this benefit will begin after 6 months of the calendar year have elapsed. For each year thereafter, the appropriate number of hours will be provided to each eligible employee in January.

The cost to provide the above-described personal leave to regular part-time, temporary full-time and temporary part-time employees is estimated to be approximately \$75,000 for the 1997/98 fiscal year. There are currently 160 employees who will be eligible for this benefit.

ATTACHMENT A

§ 6201. Benefits Paid Temporary Employees. [PRESENT LANGUAGE]

Temporary employees shall be entitled only to be paid an hourly rate determined in accordance with this Code. Such employees shall not be entitled to any benefits or rights of any nature whatsoever provided for under this Code, except as specifically required by applicable law.

§ 6201. Benefits Paid Temporary Employees. [AMENDED LANGUAGE]¹

(a) Temporary employees shall be entitled only to be paid an hourly rate determined in accordance with this Code.

(b) An eligible temporary employee shall be entitled to personal leave. A full-time temporary employee employed by the District for more than 1,044 hours of current full-time service is eligible for forty-eight (48) hours of personal leave per calendar year. A part-time temporary employee employed by the District for more than 1,044 hours of current part-time service is eligible for twenty-four (24) hours of personal leave per calendar year. Personal leave must be used in the calendar year in which it is received. Personal leave shall not be carried over into the year following the year in which it is received nor will it be paid upon separation from District employment. The District shall be responsible for scheduling personal leave periods of temporary employees in such a manner as to achieve the most efficient functioning of the District. The District shall determine whether or not a request for personal leave will be granted. However, an employee's timely request for personal leave shall only be denied for good and sufficient business reasons.

(c) ~~Temporary~~ Such employees shall not be entitled to any benefits or rights of any nature whatsoever provided for under this Code, except as provided by subsections (a) and (b) above and as specifically required by applicable law.

§ 6231. Benefits Paid Regular Part-Time Employees [NEW LANGUAGE]²

(a) Regular part-time employees shall be entitled only to be paid an hourly rate determined in accordance with this Code.

(b) An eligible regular part-time employee shall be entitled to twenty-four (24) hours of personal leave per calendar year. A regular part-time employee employed by the District for more than 1,044 hours of current part-time service is eligible for personal leave. Personal leave must be used in the calendar year in which it is received. Personal leave shall not be carried over into the year following the year in which it is received nor will it be paid upon separation from District employment. The District shall be responsible for scheduling personal leave periods of regular part-time employees in such a manner as to achieve the most efficient functioning of the District. The District shall determine whether or not a request for personal leave will be granted. However, an employee's timely request for personal leave shall only be denied for good and sufficient business reasons.

(c) Regular part-time employees shall not be entitled to any benefits or rights of any nature whatsoever provided for under this Code, except as provided by subsections (a) and (b) above and as specifically required by applicable law.

¹ The amendment to Section 6201 will become effective beginning January 1, 1998.

² New Section 6231 will become effective beginning January 1, 1998.