



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA  
MINUTES OF THE PERSONNEL COMMITTEE  
Monday, January 28, 2019 at 5:30 p.m.  
560 Magnolia Avenue, Beaumont, CA 92223**

**CALL TO ORDER**

*Chair Ramirez called the meeting to order at 5:30 p.m. at 560 Magnolia Avenue, Beaumont, California.*

**Present**

<i>Directors present:</i>	<i>Hoffman (alternate), Ramirez</i>
<i>Directors absent:</i>	<i>Covington</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers; Director of Finance and Administrative Services Yolanda Rodriguez, Senior Finance and Administrative Analyst Bill Clayton, Information Systems Manager Robert Rasha, Assistant Director of Operations James Bean, Production Maintenance 1 Dustin Smith, and Administrative Assistant Erica Gonzales. Also present at this meeting were Julian Herrera, Alma Frausto and Eric Dahlstrom representing the Beaumont-Cherry Valley Water District (BCVWD) Employee Association, and HR Dynamics and Performance Management consultant Rhonda Strout-Garcia.</i>

**PUBLIC INPUT:** *None.*

**ACTION ITEMS**

1. Adjustments to the Agenda: *None.*
2. Approval of Nov. 26, 2018 Meeting minutes

*Chair Ramirez tabled the approval of the minutes of the Nov. 26, 2018 Personnel Committee meeting to the March 25, 2019 meeting.*

3. Closed Session

*Chair Ramirez recessed the meeting to Closed Session at 5:32 p.m.*

**CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6

District Designated Representative: Dan Jagers, General Manager

Employee Organization: BCVWD Employee Association

4. Reconvene in Open Session: 7:09 p.m.

Report on Action Taken in Closed Session: *Chair Ramirez announced that there was no reportable action taken.*

5. Review and Update on HR Consulting Project

Director of Finance and Administrative Services Yolanda Rodriguez reported that HR Dynamics and Performance Management has completed the assessment and recommendations are ongoing.

6. Draft Updates: BCVWD Policies and Procedures Manual

a. Vacation Leave Accrual Caps

Ms. Rodriguez advised that during the last audit, the District's auditors recommended adding a cap on vacation and sick leave accruals. For hourly employees, vacation is cashed out at the end of the year, for salaried and contract employees it rolls over. In response to Chair Ramirez, Ms. Rodriguez clarified that depending on years of service, vacation earned of 80 hours to 160 hours are allotted at the beginning of the year, and any hours not taken are cashed out at the end of the year. Mr. Jagers noted that a Personnel Committee member suggested evaluating the potential to roll over up to 80 hours to the following year to allow employees to save some vacation time for use in the next year. Right now, Ms. Rodriguez added, there is no option to roll over time: vacation must be used or cashed out.

Ms. Rodriguez continued, for this example the accrual cap is 80 hours. Mr. Jagers noted that the roll over potential might be an option to discuss with the Employee Association if the Personnel Committee is inclined to consider it. Chair Ramirez clarified that right now, hours cannot roll over. Mr. Jagers explained that employees begin the year with the full accrual of vacation hours due, not accrued over time.

At the last Personnel Committee meeting, exempt employees' accrual was discussed, and President Covington suggested discussion of hourly employees. There was enough interest to bring the matter forward again. Chair Ramirez asked the employees present for feedback.

Julian Herrera advised that feedback from employees was very good, and they felt they were being included and this is a benefit. Ms. Frausto concurred. Mr. Jagers clarified that the current policy in the Policies and Procedures Manual requires cash out. The exposure for the District is that if there is a Cost of Living increase awarded, there may be a minor increased cost if cashed out in a future year. Additionally, if an employee is promoted the hours are carried to the next pay grade.

Mr. Jagers noted that the District is trying to improve the employees' experience and this allows more flexibility than cashing out. The vacation cap was discussed, and 80 hours is a number determined for discussion purposes. Chair Ramirez asked, and Ms. Rodriguez acknowledged that she is comfortable with the 80 hours rollover. Mr. Jagers pointed out this is more parallel with the contract employees who are not currently required to cash out time at the end of the year.

Ms. Rodriguez drew attention to the staff report on vacation time caps with examples from other agencies, as requested at the last meeting, and options for consideration. BCVWD employees surveyed favored Option A or Option C. Mr. Jagers noted that for those employees with large vacation balances, the goal would be to reduce the amount over time.

In response to Chair Ramirez, Mr. Jagers explained the Option A multiplier of maximum of 2 times the rate of accrual. He also pointed out that for recruitment purposes, a contract negotiating point is a third week of vacation to entice potential experienced hires who have earned that third week at the current employer due to years of service. In addition, in a number of positions it may be difficult for a dedicated employee to take all earned vacation time.

Chair Ramirez pointed out this is an added benefit and employees are unified in support of the suggested rollover policy. He said the Committee, and the Board understands there is a human aspect and would like to be as helpful and amicable as possible within reason. He recommended proceeding as indicated with the 80 hours option for hourly employees and suggested looking at Option C for contract employees with adjusted years, then an Option C hybrid focused on employee retention. Member Hoffman concurred. Mr. Jagers indicated he favored a multiplier formula for flexibility.

b. Sick Leave Accrual Caps

Ms. Rodriguez explained this is also a recommendation from the auditor. Currently, there is no cap, Mr. Jagers noted. Per legal counsel, this is something that would have to be renegotiated in the MOU. Chair Ramirez directed staff to have the Employee Association discuss, and requested a fair and balanced approach.

Mr. Jagers explained that the policy indicates that sick leave may not be cashed out unless an employee has had 12 months without taking sick leave. Cash out is at 50 percent of sick leave value; or two days traded for one day's pay. He explained some policy nuances that would require a transition to implement. Jagers also noted that some agencies had converted all time off into a combined "Paid Time Off" (PTO) system, which could be an option for the future.

Ms. Rodriguez explained the current and potential sick leave buyout options and noted that many agencies do not cap sick leave. Chair Ramirez indicated that cities are more inclined to cap sick leave. Mr. Jagers pointed to the CalPERS conversion at retirement or death, which is part of the current policy and a defined benefit.

Chair Ramirez directed staff to return with a cost benefit analysis of a cap. Mr. Jagers noted that the general manager, per contract terms, cannot not cash out sick leave.

c. New Sick Leave Donation Program

Ms. Rodriguez advised the members that at its last meeting, the Committee requested a draft policy with recommendations. Staff looked at policies of different agencies and created a comprehensive sample to fit BCVWD.

The purpose of the proposed policy is to offer an option for employees if the District adopts a sick leave cap. The sample policy is very detailed, and applies only to a catastrophe. Chair Ramirez asked about the minimum leave to retain; Ms. Rodriguez answered it is 40 hours.

Mr. Jagers explained the policy items and staff recommendations to result in a complete policy. Chair Ramirez asked if this has been shared with the Employee Association; Mr. Jagers said such a policy has been discussed in general, but this is the first look and beginning discussion as part of a published agenda.

Chair Ramirez asked staff and the Association to read the proposal and direct any questions to management in order to iron it out for the next meeting. Member Hoffman concurred that feedback should be garnered from the Employee Association to determine whether to move forward with the policy.

Mr. Herrera of the BCVWD Employee Association noted that the group has talked about the policy and it is something the employees view as an added benefit.

Ms. Rodriguez added the Committee expressed concern that there is no abuse of the policy, therefore staff tried to make procedures as clear as possible. Chair Ramirez commended the GM for his approach to staff unity with office and field crews.

7. Topics Requested by Employee Association

Messers Herrera and Dahlstrom indicated that employee representative positions would be opened to a vote. Mr. Jagers added that at some point, there should be established a vehicle for contract employee representation.

8. Action List for Future Meetings

Vacation and Sick Leave Accrual Caps  
Sick Leave Donation Program

9. Next Meeting Date: *March 25, 2019 at 5:30 p.m.*

**ADJOURNMENT: 8:08 p.m.**

Attest:



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Andy Ramirez, Chairman  
to the Personnel Committee of the  
Beaumont-Cherry Valley Water District