

AGENDA


**HUMAN RESOURCES COMMITTEE MEETING
LEUCADIA WASTEWATER DISTRICT**

Monday, October 1, 2018 – 1:30 P.M.
1960 La Costa Avenue, Carlsbad, CA 92009

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **New Business**
 - A. **Amending the Human Resources Policy Manual**
Adopt Resolution No. 2303 amending the Human Resources Policy Manual.
(Pages 1-5, Enclosure 4)
5. **Information Items**
None.
6. **Directors' Comments**
7. **General Manager's Comments**
8. **Adjournment**

MEMORANDUM

Ref: 19-6310

DATE: September 27, 2018
TO: Human Resources Committee
FROM: Paul J. Bushee, General Manager 
SUBJECT: Amending the Human Resources Policy Manual

RECOMMENDATION:

Staff requests that the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2303 amending the Human Resources Policy Manual (HRPM).
2. Discuss and provide direction as appropriate.

BACKGROUND:

LWD's original HRPM was adopted by the Board of Directors in April 2001 and it was last updated in November 2017 to revise the leave of absence, compensation and general employment practices sections of the policy.

DISCUSSION:

Staff is recommending amendments in two areas of the HRPM related to Accrued Vacation maximum and Accrued Sick Leave in conjunction with short term disability. The proposed amendments are summarized below:

Accrued Vacation Maximum:

In June 2018, the Board adopted Resolution No. 2300, which delineates Employee Salaries, Benefits and Other Working Conditions. The resolution includes a section that summarizes LWD employee vacation leave benefits and this year it was adjusted to increase the maximum number of vacation hours that an employee can accrue from 256 to 300 hours. This was done because several employees were bumping up against the 256 hour maximum due to the increased tenure of staff and the increased workload over the past couple of years. Prior to recommending the increase in vacation accrual, staff conducted a brief survey of local agencies and found the average vacation accrual allowed was 371 hours, which is still higher LWD's maximum of 300.

The HRPM currently reflects a maximum vacation accrual of 256 hours, therefore, staff is proposing to increase the maximum to 300 hours to be consistent with Resolution No. 2300.

Accrued Sick Leave in conjunction with Short-Term Disability Insurance:

LWD recently changed its short-term disability insurance from Guardian to Mutual of Omaha. The change was made because Mutual of Omaha provides better coverage at a lower cost than Guardian. For both policies, the short-term disability insurance covers two-thirds of an employee's salary when on medical leave.

Under Guardian, the short-term disability insurance kicked-in after 30 days which required an employee on medical leave to utilize, in some cases, all of his or her accrued sick leave. The current HRPM language reflects this provision.

Under Mutual of Omaha, the short-term disability kicks-in after seven days (zero for injuries) and allows employees to blend their accrued sick leave with the insurance, to cover the one-third shortfall. In effect, this allows an employee to receive 100% of their salary while on medical leave by augmenting the disability coverage with their sick leave. This, in turn, would allow an employee to retain some of their accrued sick leave should they get sick after returning from medical leave.

Resolution No. 2303, which amends the HRP, is provided as Attachment 1 and contains the full bold/strikeout text of the proposed HRP as an enclosure. The changes are located on page numbers 39, 46, 47, 53 and 54 of the HRP. General Counsel Brechtel has reviewed and approved the proposed changes.

Therefore, staff requests that the HRC recommend that the Board of Directors adopt Resolution No. 2303 amending the HRP, or provide direction as appropriate.

th:PJB

Attachment
Enclosure

ATTACHMENT 1
RESOLUTION NO. 2303

RESOLUTION NO. 2303

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE AMENDED HUMAN RESOURCES POLICY MANUAL

Whereas, the Leucadia Wastewater District (LWD) Board of Directors originally adopted LWD's Human Resources Policy Manual in April 2001; and,

Whereas, the Human Resources Policy Manual was last updated on November 8, 2017; and

Whereas, the Board of Directors desire to amend the Human Resources Policy Manual to reflect changes and be consistent with the Employee Salaries, Benefits and Other Working Conditions resolution, applicable federal and state laws, as well as organizational policies.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the amended LWD Human Resources Policy Manual attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 10th day of October 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

Attest:

Paul J. Bushee, Secretary /Manager