

# Organization, Personnel & Effectiveness Committee



Authorize the General Manager to convert seventeen Operations and Maintenance Assistant positions at the Gene Pumping Plant from recurrent to regular part-time status with corresponding Position Control Numbers and Human Resources to take all necessary actions to implement the conversion, including negotiating any required language with the unions.

Item #7-6

August 19, 2025

## Item 7-6 Recurrent conversion to regular part- time status

### Subject

Authorize the General Manager to create seventeen (17) regular part-time positions (equivalent to 8.5 full-time employees) and assign corresponding Position Control Numbers. Also, authorize Human Resources to take all necessary actions to implement this conversion, including negotiating any required language changes with the labor unions, to effectuate the transition of seventeen (17) recurrent Operations and Maintenance Assistant positions at the Gene Pumping Plant from recurrent to regular part-time status.

### Purpose

Provides information relevant to the Board for approval to convert recurrent staff from Category E to regular part-time positions.

### Recommendation and Fiscal Impact

Authorize conversion of reccurents to regular part-time positions.  
Fiscal Impact – \$509,000 in Fiscal Year 2025/26

# Recurrent Pilot Program

## Background

- Management partnered with AFSCME Local 1902 to develop a pilot program to address staff concerns and business needs
- The voluntary pilot program began in June of 2023
  - Split the Guest Services Team into two teams
    - Guest Services Team and Facility Services Team
  - Each team functioned independently with fewer competing priorities
  - Provided consistent part-time work schedule for O&M Assistant positions on the Facility Services Team
  - Wider range of job duties available while remaining within job classification

### SIDELETTER OF AGREEMENT

#### RE: RECURRENT CATEGORY WORK SCHEDULE PILOT

Between the AFSCME Local 1902 and Metropolitan Water District of Southern California

This sideletter memorializes the parties mutual agreement to create a work schedule pilot program with guaranteed minimum work days/hours for employees within Category E employment ("recurrent") as defined in §4.11.1.E of the AFSCME Local 1902 ("AFSCME") memorandum of understanding ("MOU") with the Metropolitan Water District of Southern California ("District"). The terms of agreement reached between the parties will not change any currently negotiated provisions of the MOU, Operating Policy, Recurrent Holiday Leave agreement, including benefits, retirement, and other terms and conditions of employment except where noted in the agreement below.

The purpose of the program is to meet the business needs of the District while also providing a transparent, objective, and fair scheduling process for the Category E employees. The information collected will assist in determining if a permanent program can be created to address the needs of employees and the District moving forward.

Further, as participants in the pilot program, all participants shall receive priority for available work, ahead of employees not in the pilot program.

## Recurrent Job Duties

# Facility Services Team

- Pump Plant Cleaning
- Shop Upkeep
- Janitorial Services
- Trash Removal
- Mail Service
- Water Quality Sample Transport
- Warehouse Support
- Equipment Operations Support



Employees of the Recurrent Team



## Key Findings

Positive feedback  
from staff and  
management

### Predictable Schedule

Employee complaints related to schedule and staffing decreased by over 90%

### Consistent Staffing

Provides greater ability to complete time-sensitive work tasks

### Clear Job Duties

Separation of job duties between two teams provides recurrents with more potential job duties

### Win-Win

Better supports operations and provides opportunity for cross-training and career development

## Conversion to Regular Part Time Status Financial and Business Impacts

# Impacts of Employment Status Conversion

- Pay grades, salary schedules, benefits, and management costs will remain at current levels
- FY 25/26 cost of \$509,000 – managed through existing appropriations, cost will be fully incorporated into future biennium budgets
- Strengthens Metropolitan's ability to maintain and improve business continuity through transparent scheduling systems, more precise reporting structures, and a greater ability to cross-train and redeploy resources.

# Board Options

- Option #1

Authorize the General Manager to convert seventeen Operations and Maintenance Assistant positions at the Gene Pumping Plant from recurrent to regular part-time status with corresponding Position Control Numbers and Human Resources to take all necessary actions to implement the conversion, including negotiating any required language with the unions.

- Option #2

Take no action

# Staff Recommendation

- Option #1



