

# Organization, Personnel & Effectiveness Committee



Recurrent, Category E employment  
work schedule pilot program status  
update and next steps

Item #9-3

May 13, 2025

# Item 9-3

## Recurrent pilot program status update

### Subject

Recurrent, Category E Employment Work Schedule Pilot Program  
Status Update and Next Steps

### Purpose

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

### Next Steps

Presentation by staff on organizational and administrative code  
updates needed to enable conversion of program participants from  
Category E to regular part-time positions

# Challenges

## Prior Approach

- Staff concerns
  - Work schedules under 20 hours jeopardized benefits
  - Program was inconsistent with AFSCME Local 1902 MOU
- Business needs
  - Inconsistent work schedules often made it challenging to complete time-sensitive work in kitchens and lodges
  - Job duties and certifications required were unclear due to supporting job duties for two distinctly different work areas

# Program Development

## Recurrent Pilot Program

- 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 Support Team
  - Operations and Maintenance Assistants were moved to the Facility Support Team
  - Two new district temp Chief Cooks support kitchen duties on Guest Services Team
  - Each team functioned independently with less competing priorities

### 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 Pilot Program

Program Design  
Limited term pilot  
to provide feedback  
on best path  
forward



- Work schedule
  - Guaranteed two, 10-hour days per week with a consistent schedule of workdays
  - Optional third day per week
- Work assignments
  - Time-sensitive work remained with Guest Services Team
  - Flexible work provided by the new Facility Support Team
    - Wider range of job duties available while remaining within job classification

## 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



# Future Board Actions

- Staff will return to recommend conversion of recurrent staff to regular part-time for the Board's review & approval.
- The annual budgeted cost of converting the recurrent positions to permanent part-time status is approximately \$296,000 in Fiscal Year 2024/25, which would be managed through existing appropriations in the current budget cycle.
- The cost of the new program would be fully incorporated into the next biennium budget.

