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

Prior Approach

Challenges

- 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

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.

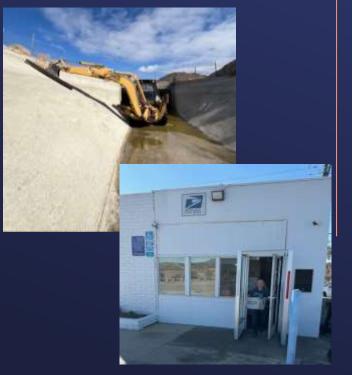
The purpose of the program is to meet the business needs of the District while also providing a transparent, objective, and fair scheduling process for the Category E employees. The information collected will assist in determining if a permanent program can be created to address the needs of employees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

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

Recurrent Pilot Program

- Management partnered with AFSCME Local 1902 to develop a pilot program to address staff concerns and business needs
- ullet 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

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



Recurrent Pilot Program

- 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.

