



OP&T Committee

Vacant, Chair
T. McCoy, Vice Chair
S. Blois
M. Camacho
G. Cordero
S. Faessel
A. Fellow
F. Jung
R. Lefevre
J. Morris
A. Ortega
G. Peterson
T. Smith
S. Tamaribuchi
H. Williams

**Organization, Personnel and
Technology Committee**

Meeting with Board of Directors *

June 14, 2022

9:30 a.m.

Teleconference meetings will continue until further notice. Live streaming is available for all board and committee meetings on mwdh2o.com ([Click Here](#))

A listen only phone line is also available at 1-877-853-5257; enter meeting ID: 831 5177 2466. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via teleconference only. To participate call (833) 548-0276 and enter meeting ID: 815 2066 4276.

**Tuesday, June 14, 2022
Meeting Schedule**

**09:30 am - OP&T
10:30 am - L&C
11:30 am - Break
12:00 pm - BOD**

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

* The Metropolitan Water District's meeting of this Committee is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to this Committee may participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the committee as advisory to the Board, members of the Board who are not assigned to this Committee will not vote on matters before this Committee.

1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))

**** CONSENT CALENDAR ITEMS -- ACTION ****

2. CONSENT CALENDAR OTHER ITEMS - ACTION

- A. Approval of the Minutes of the Meeting of the Organization, [21-1237](#)
Personnel and Technology Committee held May 9, 2022

Attachments: [06142022 OPT 2A Minutes](#)

3. CONSENT CALENDAR ITEMS - ACTION

- 7-9** Authorize an increase in the maximum amount payable under contract with Johnson Services Group by \$22,000 to an amount not to exceed \$271,000 for on-call temporary skilled labor; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-1199](#)

Attachments: [06142022 OPT 7-9 B-L](#)
[06142022 OPT 7-9 Presentation](#)

- 7-10** Amend Section 1106 and Section 6226 of the Metropolitan Water District Administrative Code regarding Holidays and Annual Leave to ensure benefits parity by adding Juneteenth and an across-the-board standard for payments of excess accumulated annual leave; the General Manager has determined that the proposed action is exempt of otherwise not subject to CEQA [21-1200](#)

Attachments: [06142022 OPT 7-10 B-L](#)
[06142022 OPT 7-10 Presentation](#)

**** END OF CONSENT CALENDAR ITEMS ****

4. OTHER BOARD ITEMS - ACTION

NONE

5. BOARD INFORMATION ITEMS

NONE

6. COMMITTEE ITEMS

- a. Update on implementation of recommendations from State Audit and independent review of workplace concerns [21-1238](#)

Attachments: [06142022 OPT 6a Presentation](#)

7. MANAGEMENT REPORTS

- a. Human Resources Manager's Report [21-1239](#)

- b. Information Technology Manager's Report [21-1240](#)

8. FOLLOW-UP ITEMS

NONE

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

NOTE: This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Agendas for the meeting of the Board of Directors may be obtained from the Board Executive Secretary. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <http://www.mwdh2o.com>.

Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

May 09, 2022

Vice Chair McCoy called the teleconference meeting to order at 11:00 a.m.

Members present: Directors Blois, Camacho, Faessel, Fellow, Jung, Lefevre, McCoy, Morris, Ortega, G. Peterson, Smith, Tamaribuchi and Williams.

Members absent: Director Cordero.

Other Board Members present: Directors Abdo, Ackerman, Atwater, Dennstedt, Dick, Erdman, Goldberg, Kurtz, Miller, Pressman, Quinn, Ramos, and Record.

Committee Staff present: H. Beatty, Chapman, Eckstrom, Hagekhalil, Kasaine, Munoz Marroquin, Pitman, and H. Torres.

1. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON MATTERS WITHIN THE COMMITTEE’S JURISDICTION

Julie Kaulbacker, called in to comment on accessibility policies and accessibility resolutions for employees with disabilities.

Caty Wagner, called to comment on State Audit report and findings.

CONSENT CALENDAR OTHER ITEMS — ACTION

Vice Chair McCoy called on Adel Hagekhalil, General Manager to respond to public comment callers. Mr. Hagekhalil introduced Liji Thomas, the Chief Diversity, Equity & Inclusion Officer.

Chair McCoy announced that items 2a and 7-11 would be voted on separately.

2. CONSENT CALENDAR OTHER ITEMS – ACTION

- A. Approval of the Minutes of the meeting of the Organization, Personnel and Technology Committee held April 11, 2022 and April 26, 2022.

Director Fellow made a motion, seconded by Director Peterson to approve the consent calendar consisting of item 2A.

The vote was:

Ayes: Directors Blois, Camacho, Faessel, Fellow, Jung, Lefevre, McCoy, Morris, Ortega, G. Peterson, Smith, Tamaribuchi and Williams.

Noes: None

Abstentions: None

Absent: Director Cordero.

The motion passed by a vote of 13 ayes, 0 noes, 0 abstention, and 1 absent.

Chair McCoy announced that there would be a reordering of the meeting agenda. Item 6a would be heard before item 7-11.

6. COMMITTEE ITEMS

a. Subject: Opportunities for Workforce and Organizational Development

Presented by: Adrian Hightower, Special Projects Manager

Mr. Hightower provided an introduction on the framework for capitalizing on opportunities for workforce and organizational development.

Katano Kasaine, Assistant General Manager CFO, called on Liji Thomas. Liji Thomas briefly introduced herself to the Board.

The following Directors provided comments or asked questions

1. Smith
2. Ortega
3. Erdman
4. G. Peterson

Staff responded to the Directors questions and comments.

3. CONSENT CALENDAR ITEMS – ACTION

7-11 Subject: Approve entering into 2022-2024 Memorandum of Understanding between The Metropolitan Water District of Southern California and The American Federation of State, County and Municipal Employees, Local 1902; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Diane Pitman, Human Resources Group Manager, Stephen Lem, HR Section Manager of

Labor Relations. Employee organizations: The American Federation of State, County and Municipal Employees. (AFSCME), Local 1902].

Motion: Authorize the General Manager to exercise discretion under Administrative Code Section 6101(k) to enter into a successor MOU with AFSCME.

Presented by: Stephen Lem, Human Resources Section Manager

No action was taken in closed session.

Director Morris made a motion, seconded by Director Fellow to approve the consent calendar item 7-11.

The vote was:

Ayes: Directors Blois, Camacho, Faessel, Fellow, Jung, Lefevre, McCoy, Morris, Ortega, G. Peterson, Smith, Tamaribuchi and Williams.

Noes: None

Abstentions: None

Absent: Directors Cordero

The motion passed by a vote of 13 ayes, 0 noes, 0 abstention, and 1 absent.

Vice Chair McCoy called on Adel Hagekhalil, General Manager. Mr. Hagekhalil thanked staff for their efforts on item 7-11 and presented the MWD website location where the State Audit and recommendation tracker can be found.

The following Directors provided comments or asked questions

1. Ortega

Staff responded to the Directors questions and comments.

END OF CONSENT CALENDAR ITEMS

4. OTHER BOARD ITEMS - ACTION

None

5. BOARD INFORMATION ITEMS

None

7. MANAGEMENT REPORT

a. Human Resources Manager's Report

None.

b. Information Technology Manager's Report

Mr. Eckstrom provided an update on the new Water Ordering System.

The following Directors provided comments or asked questions

1. Ortega

Staff responded to the Directors questions and comments.

8. FOLLOW-UP ITEMS

None.

9. FUTURE AGENDA ITEMS

None.

10. ADJOURNMENT

Next meeting will be held on June 14, 2022

Meeting adjourned at 12:16 p.m.

Tana McCoy
Vice Chair



- **Board of Directors**

Organization, Personnel and Technology Committee

6/14/2022 Board Meeting

7-9

Subject

Authorize an increase in the maximum amount payable under contract with Johnson Service Group by \$22,000 to an amount not to exceed \$271,000 for on-call temporary skilled labor; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

Details

Metropolitan has nineteen contracts with various supplemental labor firms ranging from three to five years to provide coverage for critical vacancies during long-term absences of regular employees. These supplemental labor agreements provide ready-to-deploy labor to support shutdowns, emergency repairs, maintenance, and other operational duties. Requests to use these services are requested by staff in the various groups through Human Resources staff who administer the contracts to ensure Metropolitan complies with common law employee rules and California Public Employee Retirement System (CalPERS) requirements. Specifically, Human Resources ensures individuals employed through outside supplemental labor contracts do not qualify for CalPERS benefits. Individuals utilized under supplemental labor contracts have not qualified for additional benefits based on established Human Resources processes and procedures.

Johnson Service Group has provided supplemental labor through contract 184454-02. This contract was in place from December 1, 2020 to November 30, 2021 with an amount not to exceed \$249,000. There is a current contract 184454-03 which is effective from December 1, 2021 to November 30, 2022. There were supplemental labor services provided by workers that overlapped the two contracts. Of this overlap, there was a billable amount of \$21,909.71 that exceeded the total amount of \$249,000 of contract 184454-02. Staff recommends authorizing an increase to contract 184454-02 in order to pay three outstanding invoices.

The labor services provided for these invoices include two temporary employees that started on July 19, 2021. The services provided support for an employee that was out on medical leave and for an employee that was assigned to a key project. These individuals were scheduled to work for six months which would require invoices to be charged to contract 184454-02 and to contract 184454-03. At the time of invoicing, it was determined that services provided during the contract period needed to be applied based on the service date and not based on the invoice date. This resulted in the contract exceeding the agreed-upon amount of \$249,000.

Policy

Metropolitan Water District Administrative Code Section 8121: General Authority of the General Manager to Enter Contracts

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

California Environmental Quality Act (CEQA)

CEQA determination for Option #1:

The proposed action is not defined as a project under CEQA because it involves continuing administrative activities (Section 15378(b)(2) of the State CEQA Guidelines). In addition, the proposed action is not subject to CEQA because it involves other government fiscal activities, which do not involve any commitment to any specific project, which may result in a potentially significant physical impact on the environment (Section 15378(b)(4) of the State CEQA Guidelines).

CEQA determination for Option #2:

None required

Board Options

Option #1

Authorize the General Manager to increase contract 184454-02 with Johnson Service Group by \$22,000 to an amount not to exceed \$271,000.

Fiscal Impact: None; expenditures are budgeted and approved under the individual projects or from existing O&M funds

Business Analysis: This supplemental labor agreement allows Metropolitan to increase staff during peak workloads and to cover vacancies. This increase will allow Metropolitan to pay for services provided by Johnson Service Group through contract 184454-02.

Option #2

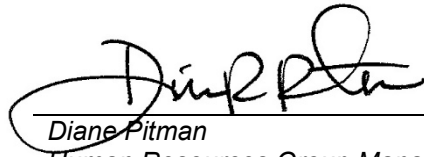
Do not authorize the General Manager to increase contract 184454-02 with Johnson Service Group

Fiscal Impact: Unknown fiscal impact

Business Analysis: Metropolitan would need to address, and determine how to resolve, unpaid invoices and services provided through the supplemental labor agreement with Johnson Service Group.

Staff Recommendation

Option #1



Diane Pitman
Human Resources Group Manager

6/6/2022

Date



Adel Hagekhalil
General Manager

6/7/2022

Date

Ref# hr12682387



Organization, Personnel, and Technology Committee

Authorize an Increase to Johnson Service Group Contract

Item 7-9

June 14, 2022

Background

Supplemental Labor Contracts

- Metropolitan has nineteen contracts with various labor firms ranging from three to five years.
 - Provides coverage for critical vacancies and project support.

Contract Details

Johnson Service Group Contracts

- Contract 184454-02
 - December 1, 2020 to November 30, 2021 with an amount not to exceed \$249,000.
- Contract 184454-03
 - December 1, 2021, to November 30, 2022, with an amount not to exceed \$249,000.

Contract 184454-02

- Two temporary employees started July 19, 2021 under this contract.
 - Services provided back up support for an employee out on medical leave and another that was assigned to a key project.
 - Their six-month assignments overlapped the two contracts.
- Overlap has a billable amount of \$21,909.71 that exceeds the total amount of \$249,000.
 - Payment is required to be applied to the contract of the service date and not invoice date.

Board Options

- Option #1: Authorize the General Manager to increase contract 184454-02 with Johnson Service Group by \$22,000 to an amount not to exceed \$271,000.
- Option #2: Do not authorize the General Manager to increase contract 184454-02 with Johnson Service Group.

Staff Recommendation

- Option I





- **Board of Directors**

Organization, Personnel and Technology Committee

6/14/2022 Board Meeting

7-10

Subject

Amend Section 1106 and Section 6226 of the Metropolitan Water District Administrative Code regarding Holidays and Annual Leave to ensure benefits parity by adding Juneteenth and an across-the-board standard for payments of excess accumulated annual leave; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA

Executive Summary

This board action is to update Administrative Code Section 1106 to add Juneteenth as a Metropolitan observed holiday and to revise Administrative Code Section 6226 which will implement an annual leave paydown process for Unrepresented employees in conformance with existing bargaining unit language and practice.

Details

On May 10, 2022, the Metropolitan Board of Directors approved a new Memorandum of Understanding (MOU) with American Federation of State, County and Municipal Employees Local 1902. Included in the newly approved MOU is the addition of Juneteenth as a Metropolitan observed holiday. This action would approve the Juneteenth holiday for all Metropolitan employees, regardless of negotiated MOU. **Attachment 1** shows an edited version of Administrative Code Section 1106, which lists all Metropolitan approved holidays including the addition of the Juneteenth holiday. **Attachment 2** is a final version of Administrative Code Section 1106 with all edits incorporated.

Administrative Code Section 6226 defines annual leave accrual for Metropolitan employees. All bargaining units have negotiated specific annual leave language within the MOUs. This results in Administrative Code Section 6226 defining annual leave for Unrepresented employees only. **Attachment 3** shows revisions to Administrative Code Section 6226 updating language based on administrative practice and implementing consistency in practice for payments of excess accumulated annual leave. Specifically, all bargaining units receive a payment of excess accumulated annual leave two times a year, in May and November. This action adds a payment of excess accumulated annual leave in May for Unrepresented employees as is in place for all bargaining units. **Attachment 4** is a final version of Administrative Code Section 6226 with all edits incorporated.

Policy

Metropolitan Water District Administrative Code Section 11104: Delegation of Responsibilities

Metropolitan Water District Administrative Code Section 1106: Holiday

Metropolitan Water District Administrative Code Section 6226: Annual Leave

California Environmental Quality Act (CEQA)

CEQA determination for Option #1:

The proposed action is not defined as a project under CEQA (Public Resources Code Section 21065, State CEQA Guidelines Section 15378(b)(2) and 15378(b)(5)) because it involves organizational or administrative activities and general policy and procedure making that would not result in a direct or indirect physical change to the environment.

CEQA determination for Option #2:

None required

Board Options

Option #1

Amend Section 1106 and Section 6226 of the Metropolitan Water District Administrative Code regarding Holidays and Annual Leave to ensure benefits parity by adding Juneteenth and an across-the-board standard for payments of excess accumulated annual leave.

Fiscal Impact: No additional fiscal impact for implementing additional holiday. Unknown fiscal impact for implementing payment of excess accumulated annual leave since it varies based on Unrepresented employee annual leave balance, but costs are within approved budget.

Business Analysis: This action ensures benefits parity for all Metropolitan employees regardless of bargaining unit or Unrepresented status. Observing a holiday for all employees eases administration of days off and consistency with payments of excess accumulated annual leave ensures parity for all employees.

Option #2

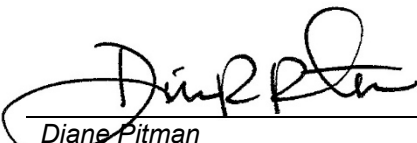
Do not amend Administrative Code Section 1106 and Section 6226

Fiscal Impact: Unknown

Business Analysis: Having a limited number of employees observing the Juneteenth holiday creates a challenge for productivity since some resources are working and others are not.

Staff Recommendation

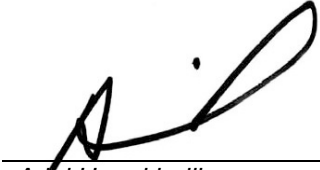
Option #1



Diane Pitman
Human Resources Group Manager

6/6/2022

Date



Adel Hagekhalil
General Manager

6/7/2022

Date

Attachment 1 – Administrative Code Section 1106 Edited

Attachment 2 – Administrative Code Section 1106 Final

Attachment 3 – Administrative Code Section 6226 Edited

Attachment 4 – Administrative Code Section 6226 Final

§ 1106. Holiday.

Whenever the word "Holiday" is used in this Code, it shall include January 1 (New Year's Day), the third Monday in January (~~observance of~~ Martin Luther King Jr.'s birthday Day), the third Monday in February, (Presidents' Day), March 31 (~~observance of~~ César Chávez's Birthday Day), the Friday before Easter, the last Monday in May (Memorial Day), June 19 (Juneteenth), July 4 (Independence Day), the first Monday in September (Labor Day), November 11 (Veterans' Day), Thanksgiving Day, the day following Thanksgiving Day, December 24 (Christmas Eve), December 25 (Christmas Day), December 31 (New Year's Eve), and any day or portion of a day declared by the Board as a Holiday. If any Holiday other than December 24 and 31 falls on Sunday, the following Monday is a Holiday. If any Holiday falls on Saturday, the preceding Friday is a Holiday.

Section 100.1.5 - M.I. 31609 - January 11, 1977; amended by M.I. 32690 - April 10, 1979; amended by M.I. 33384 - August 19, 1980; renumbered 100.1.6 by M.I. 33642 - March 10, 1981; renumbered 100.7 by staff. Section 100.7 repealed and Section 1106 adopted by M.I. 36464 - January 13, 1987, effective April 1, 1987; amended by M.I. 37218 - July 12, 1988; amended by M. I. 45943 - October 12, 2004; amended by M. I. 46036 - December 14, 2004

§ 1106. Holiday.

Whenever the word "Holiday" is used in this Code, it shall include January 1 (New Year's Day), the third Monday in January (Martin Luther King Jr. Day), the third Monday in February, (Presidents' Day), March 31 (César Chávez Day), the Friday before Easter, the last Monday in May (Memorial Day), June 19 (Juneteenth), July 4 (Independence Day), the first Monday in September (Labor Day), November 11 (Veterans' Day), Thanksgiving Day, the day following Thanksgiving Day, December 24 (Christmas Eve), December 25 (Christmas Day), December 31 (New Year's Eve), and any day or portion of a day declared by the Board as a Holiday. If any Holiday other than December 24 and 31 falls on Sunday, the following Monday is a Holiday. If any Holiday falls on Saturday, the preceding Friday is a Holiday.

Section 100.1.5 - M.I. 31609 - January 11, 1977; amended by M.I. 32690 - April 10, 1979; amended by M.I. 33384 - August 19, 1980; renumbered 100.1.6 by M.I. 33642 - March 10, 1981; renumbered 100.7 by staff. Section 100.7 repealed and Section 1106 adopted by M.I. 36464 - January 13, 1987, effective April 1, 1987; amended by M.I. 37218 - July 12, 1988; amended by M. I. 45943 - October 12, 2004; amended by M. I. 46036 - December 14, 2004

§ 6226. Annual Leave.

(a) Subject to any applicable memorandum of understanding, or employment agreement, employees shall accumulate annual leave with full pay at the following rates for each hour of total service:

Range of Hours From	Through	Accumulation Factor For Each Hour Within Range	Approx. Vac. Hrs	Maximum Accumulation
1	8,352	.038625 0	80	161.28
8,353	18,792	.057472 0	120	240
18,793	20,880	.061610 0	128	257.28
20,881	22,968	.065288 0	136	272.64
22,969	25,056	.068966 0	144	288
25,057	27,144	.073104 0	152	305.28
27,145	39,762	.076781 <u>7076782</u>	160	320.64
39,763	41,760	.080459 <u>7080453</u>	168	336.00
41,761	43,848	.084291 1	176	352.00
43,849	45,936	.088122 <u>6088123</u>	184	368.00
45,937	48,024	.091954 0	192	384.00
48,025	Last hour of total service	.095785 4	200	400.00

Notwithstanding the above, the maximum accumulation for those unrepresented classifications listed in Section 6500, that are eligible for annual leave, shall be 1.25 times the ~~maximum accumulation that would otherwise be applicable~~ no greater than 560.51 hours.

(b) Subject to the restrictions contained in subsection (d) and any applicable memorandum of understanding, annual leave usage will be authorized as it is earned up to the maximum permitted by subsection (a). The District shall be responsible for scheduling annual leave periods of employees in such a manner as to achieve the most efficient functioning of the District. The District shall determine whether or not a request for annual leave will be granted. However, an employee's timely request for annual leave shall only be denied for good and sufficient business reasons.

(c) Subject to any applicable memorandum of understanding, if on the last day of the payroll cycle that includes May 15 and November 15 of any year, ~~the total of accumulated annual leave exceeds the limitation on accumulation applicable to the hours of total service, the excess accumulated annual leave may not be used but shall, as soon as practicable after the end of the twenty fourth pay period of the annual payroll cycle, be paid to the employee-~~ entitled thereto an employee has credit for more than 400 hours, the employee shall be paid for all hours in between 400 and the maximum set forth in Section 6226 (a) above. Such payment shall be paid at the employee's hourly pay rate in effect at the end of said twenty fourth for the current pay period, for one hundred percent of the excess accumulated hours of such annual leave.

(d) No vacation may be granted, or paid for, unless the employee has completed 1,044 hours current service, including military leave. No vacation may be extended past an employee's date of termination.

(e) Employees returning from leave for military service shall earn vacation at the rate appropriate to the total time of District employment plus military service.

(f) Notwithstanding any provision of this Section 6226 to the contrary, a Department Head may approve the accumulation of annual leave at a rate of .0574720 hours for each hour of service for the first through the fourth year of service or .076782 for each hour of service for the first through the thirteenth year of service for an employee recruited by that Department Head.

Ords. 113, 114, 120, 123, 130, 138, and 142; repealed by Ord. 145; Section 433.13 added, as amended, by M.I. 32297 - June 13, 1978; amended by M.I. 34309 - July 13, 1982; and by M.I. 35166 - June 12, 1984; paragraph (c) [formerly Section 433.13.3] amended by MT 36119 - June 10, 1986. Section 433.13 repealed and Section 6226 adopted by M.I. 36464 - January 13, 1987, effective April 1, 1987; amended by M.I. 36719 - July 14, 1987; paragraph (c) amended by M.I. 37218 - July 12, 1988; paragraph (f) amended by M.I. 37405 - November 8, 1988; paragraph (a) amended by M.I. 40545 - November 9, 1993; paragraphs (a), (b), (c), (d) and (f) amended by M.I. 42500 - July 8, 1997; paragraph (c) amended by M.I. 43275 - November 10, 1998; paragraph (a) amended by M.I. 45943 - October 12, 2004.

§ 6226. Annual Leave.

(a) Subject to any applicable memorandum of understanding, or employment agreement, employees shall accumulate annual leave with full pay at the following rates for each hour of total service:

Range of Hours From	Through	Accumulation Factor For Each Hour Within Range	Approx. Vac. Hrs
1	8,352	.038625	80
8,353	18,792	.057472	120
18,793	20,880	.061610	128
20,881	22,968	.065288	136
22,969	25,056	.068966	144
25,057	27,144	.073104	152
27,145	39,762	.076782	160
39,763	41,760	.080453	168
41,761	43,848	.084291	176
43,849	45,936	.088123	184
45,937	48,024	.091954	192
48,025	Last hour of total service	.095785	200

Notwithstanding the above, the maximum accumulation for those unrepresented classifications listed in Section 6500, that are eligible for annual leave, shall be no greater than 560.51 hours.

(b) Subject to the restrictions contained in subsection (d) and any applicable memorandum of understanding, annual leave usage will be authorized as it is earned up to the maximum permitted by subsection (a). The District shall be responsible for scheduling annual leave periods of employees in such a manner as to achieve the most efficient functioning of the District. The District shall determine whether or not a request for annual leave will be granted. However, an employee's timely request for annual leave shall only be denied for good and sufficient business reasons.

(c) Subject to any applicable memorandum of understanding, if on the last day of the payroll cycle that includes May 15 and November 15 of any year, an employee has credit for more than 400 hours, the employee shall be paid for all hours in between 400 and the maximum set forth in Section 6226 (a) above. Such payment shall be paid at the employee's hourly pay rate in effect for the current pay period, for one hundred percent of the excess accumulated hours of such annual leave.

(d) No vacation may be granted, or paid for, unless the employee has completed 1,044 hours current service, including military leave. No vacation may be extended past an employee's date of termination.

(e) Employees returning from leave for military service shall earn vacation at the rate appropriate to the total time of District employment plus military service.

(f) Notwithstanding any provision of this Section 6226 to the contrary, a Department Head may approve the accumulation of annual leave at a rate of .0574720 hours for each hour of service for the first through the fourth year of service or .076782 for each hour of service for the first through the thirteenth year of service for an employee recruited by that Department Head.

Ords. 113, 114, 120, 123, 130, 138, and 142; repealed by Ord. 145; Section 433.13 added, as amended, by M.I. 32297 - June 13, 1978; amended by M.I. 34309 - July 13, 1982; and by M.I. 35166 - June 12, 1984; paragraph (c) [formerly Section 433.13.3] amended by MT 36119 - June 10, 1986. Section 433.13 repealed and Section 6226 adopted by M.I. 36464 - January 13, 1987, effective April 1, 1987; amended by M.I. 36719 - July 14, 1987; paragraph (c) amended by M.I. 37218 - July 12, 1988; paragraph (f) amended by M.I. 37405 - November 8, 1988; paragraph (a) amended by M.I. 40545 - November 9, 1993; paragraphs (a), (b), (c), (d) and (f) amended by M.I. 42500 - July 8, 1997; paragraph (c) amended by M.I. 43275 - November 10, 1998; paragraph (a) amended by M.I. 45943 - October 12, 2004.



Organization, Personnel, and Technology Committee

Amend Administrative Code to
implement Juneteenth and
standard payment of excess
accumulated annual leave

Item 7-10

June 14, 2022

Summary

Administrative Code Updates

- Add Juneteenth as Metropolitan observed holiday
- Update Annual Leave paydown process for Unrepresented employees in conformance with existing bargaining unit language and practice

Background

Recent Board Action

- On May 10, 2022, Board of Directors approved a new MOU with AFSCME Local 1902
 - This MOU includes observing the Juneteenth holiday
 - This action would add Juneteenth to Administrative Code Section 1106 as a Metropolitan observed holiday

Background

Goal of Benefits Parity

- Since 2005 Metropolitan's goal is benefits parity for all employees
- Bargaining unit employee benefits are governed by negotiated MOU's
- Unrepresented annual leave benefits are governed by Administrative Code 6226
 - The payment of excess accumulated annual leave for Unrepresented employees is different than bargaining unit employees

Revisions to Admin Code

Revised Administrative Code Section 1106

- Updates Holiday definition in Administrative Code
 - June 19th will be added to observe Juneteenth
 - Will be observed on June 20, 2022
 - Annually observed moving forward
- Without Admin Code revision only AFSCME 1902 employees would be granted holiday on June 20, 2022

Revisions to Admin Code

Revised Administrative Code Section 6226

- Administrative Code Section 6226 defines annual leave accrual for Unrepresented employees
- Bargaining unit employees receive payout of excess accumulated annual leave in May and November
- The proposed Administrative Code changes implement payment of excess accumulated annual leave in conformance with bargaining units

Board Options

- Option #1: Amend Section 1106 and Section 6226 of the Metropolitan Water District Administrative Code regarding Holidays and Annual Leave to ensure benefits parity by adding Juneteenth and an across-the-board standard for payments of excess accumulated annual leave
- Option #2: Do not amend Administrative Code Section 1106 and Section 6226

Staff Recommendation

- Option I





Organization, Personnel and Technology Committee

Update on implementation of
recommendations from State Audit
and independent review of workplace
concerns

Item 6a

June 14, 2022

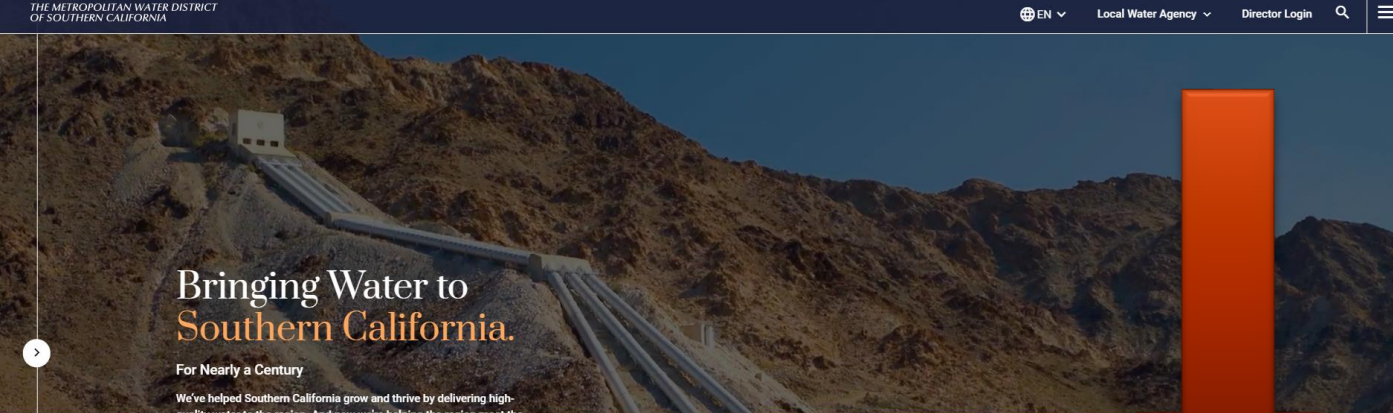
Update

State Audit

- Audit Reform Team
 - Recommendation Updates
- Management Forum on June 16
 - Update on status of recommendations
 - Training

Independent Review of Workplace Concerns

- Update on status of recommendations
- Dashboard
- Summary



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Current Events

Happening
Now.

June 2022

Board Meetings
& Agendas.

Conserve Today

Drought 2022.

Met Responds

State Audit of Workplace
Concerns

Metropolitan Response to Employee and Workplace Concerns

The California State Auditor has issued its report on Metropolitan's handling of EEO complaints from 2004 to 2021 as well as hiring practices, the independence and authority of the Ethics office, safety program, and maintenance of workforce housing at Metropolitan's desert facilities. In accepting these recommendations, Metropolitan commits to swiftly implementing these actions to address the deficiencies identified in the report.

[View State Audit Dashboard](#)

[View Workplace Concerns Dashboard](#)

These actions build on the work underway to address an independent review of our Equal Employment Opportunity policies and practices, in response to comments made by employees about instances of sexual harassment and other forms of misconduct.

The following documents are related to findings by both the state audit and the independent review.

Links to
Dashboards

State Audit Recommendations

A progress dashboard outlining Metropolitan's progress on addressing recommendations from the California State Auditor's report.

EEO

RECOMMENDATION	DEADLINE	STATUS
Ensure compliance with state and federal laws and best practices, by updating policy to include definitions and examples of retaliation, information about an employee's right to file a complaint directly with DFEH or the EEOC, reference to written investigatory procedures, and that the policy accurately reflects all other requirements in state and federal law.	10/22	In Progress
Review and update its sexual harassment policy as needed.	10/22	In Progress
Develop an official policy defining and prohibiting abusive conduct.	10/22	In Progress
Improve the EEO office by staffing the office commensurate with the workload, including adding staff to handle investigations, training, and compliance.	10/22	In Progress
Improve the EEO office by establishing formal written responsibilities for specific staff within the office.	10/22	In Progress
Improve the EEO office structure so that it operates independently with minimal potential threats to impartiality.	10/22	In Progress

Status Tracker



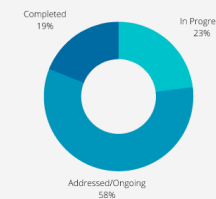
Assessment of Workplace Concerns

A progress dashboard outlining Metropolitan's progress addressing recommendations from the Independent Assessment of Workplace Concerns.

Recommendations are listed in the order they appear in the report

RECOMMENDATION	STATUS
1 Update current EEO-related policies to reflect best practices.	In Progress
2 Implement a policy to address abusive conduct, even if not EEO-related.	In Progress
3 Continue promoting and hiring individuals for management positions who demonstrate emotional intelligence and the commitment to creating and maintaining a positive and respectful work environment.	Addressed/Ongoing
4 Hold managers accountable for modeling professional and respectful behavior and demanding the same of their teams.	Addressed/Ongoing
5 Require District leadership to visit field locations on a regular basis and facilitate town-hall-like events to solicit feedback and input from employees.	Addressed/Ongoing
6 Continue to enhance the District's current EEO training program.	Addressed/Ongoing
7 Require managers to follow and enforce District policies and procedures.	Addressed/Ongoing
8 Require managers to promptly and consistently address EEO Issues and other employee concerns.	Addressed/Ongoing

Status Tracker



Update on Implementation of Recommendations from State Audit

State Audit Recommendations

Reporting

Deadlines

- June 2022
- October 2022
- April 2023

Recommendations Due in June

- On schedule to meet deadlines
 - EEO (2)
 - Hiring/ Recruitment/ Promotion (1)
 - Safety (1)

Update on State Audit

EEO

Recommendation	Due Date and Status	Summary
Develop written procedures that specify how non-EEO staff who receive complaints from employees should handle referrals of EEO complaints to the EEO office, and train staff on those procedures.	June 2022 In Progress	This verbiage is included in draft H-07 and H-13 policies, which were presented to the Board on 4/26. Training on procedures is scheduled on 6/16 for all managers.
Develop written procedures for handling potential threats to impartiality in investigations. These procedures should contain explicit conditions in which a party other than the EEO office plays a lead role in an EEO complaint, such as the Ethics Officer or the General Counsel's office.	June 2022 In Progress	This verbiage is included in draft H-07 and H-13 policies, which were presented to the Board on 4/26. Training on procedures is scheduled on 6/16 for all managers.

Update on State Audit

Hiring/ Recruitment/ Promotion

Recommendation	Deadline and Status	Summary
Annually share the results of its NDP analyses with various management groups as well as recruitment staff.	June 2022 In Progress	Results will be presented to management and recruitment staff in June.

Update on State Audit Safety

Recommendation	Deadline and Status	Summary
Establish a minimum level of collaboration between safety representatives and management, such as establishing requirements for regular meetings and requiring managers to attend safety committee meetings.	June 2022 In Progress	New procedure HSE 101.4 Safety Communications has been drafted. Draft is scheduled to be adopted in June.

Independent Review of Workplace Concerns

Independent Review of Workplace Concerns

Status of Recommendations

#	Recommendation	Action	Status
12	Add Positions in Training/ ER Units	Completed	Two positions were approved in the budget.
29	DE&I Manager	Completed	DE&I Manager started on May 9.
30	Further Develop the DE&I Council	Addressed/Ongoing	Newly hired DE&I Manager is continuing to develop the DE&I Council.
31	Executive Participation on DE&I Council	Completed	Executive Management attend DE&I Council meetings when invited.
32	Voluntary Participation DE&I Council	Completed	Participation on the DE&I Council is voluntary.
33	Release Time for DE&I Council Members	Completed	DE&I Council members are released from their regular work to attend Council meetings and perform Council work.
34	DE&I Council Involved in Implementation of Report	Addressed/Ongoing	DE&I Council members are involved in implementation of recommendations as appropriate.

Independent Review of Workplace Concerns

Status of Recommendations

#	Recommendation	Action	Status
36	Limit Dissemination of Information - Internal Complaints-Potential EEO Issues	Addressed/Ongoing	Confidentiality is included in relevant EEO documents.
37	EEO Office Establish System for Ongoing Communications with Complainant(s) and Respondent(s)	Addressed/Ongoing	Current practice and will continue.
38	Inform Employees Interviewed During Investigation that Retaliation is Prohibited	Addressed/Ongoing	Developing admonitions that include this language.

Independent Review of Workplace Concerns Status of Recommendations

Updated from Pending

#	Recommendation	Action
6	Continue Enhancing EEO Training Program	Addressed/Ongoing
8	Promptly/Consistently Address EEO Issues/Other Employee Concerns	Addressed/Ongoing
16	Employee Communications (EEO/Ethics)	Addressed/Ongoing
18	Update the District's "EEO Discrimination Complaint Procedures," and provide copies to complainant(s) and respondent(s) in each investigation	In Progress
21	Identify Interim Measures (EEO Investigations)	Addressed/Ongoing
22	Prioritize Investigations (PAL)	Addressed/Ongoing
24	EEO Office Personnel Training	In Progress
26	Adopt Restorative Practices	In Progress
27	Process for Employee Relations/EEO Office to inform internal recruiters about information relevant to transfer requests	Completed
35	District-wide Communication Program	Addressed/Ongoing

Independent Review of Workplace Concerns

Status of Recommendations Summary

	Referred	Completed	Addressed/ Ongoing	In Progress
General Manager/EEO	26	5	19	2
General Manager and Legal Departments	1	1	-	-
Legal and Ethics Departments	4	1		3
Joint Labor-Management Advisory Committee	9	1	5	3
Board	7	1	3	3
Total	47	9	27	11

Note: Categories have been updated to Completed, Addressed/Ongoing, and In Progress.
There are no longer any recommendations classified as Pending.



Discussion

