

MEMO

DT: May 3, 2016
TO: District Commissioners
FR: District Director
RE: Language changes to the Employee Manual

Gentlemen;

These are the proposed language changes to the Employee Manual

- 1) Recommend changing the title "District Manager" to "District Director" throughout the document. This will provide consistency with the Sewer Use Ordinance, and the present position title.
- 2) Page 24, Day Staffing: Recommend changing the language describing the staffing schedules for clarification purposes. Changes to read.

All regular full time employees work eight (8) hours per day and forty (40) hours per week. The work week for all District employees is Saturday through Friday. District staffing hours are 6:30 a.m. and 3:30 p.m.

The work schedule and work hours for Non-exempt HOV employees who work the day staffing schedule at the treatment plant (Schedule B):

Monday through Friday day shift hours are 6:30 a.m. to 3:00 p.m.
(Schedule B: 2 days off and 5 day on)

The work schedule and work hours for Non-exempt HOV employees who work the weekend coverage schedule at the treatment plant (Schedule A):

Monday through Friday day shift hours are 6:30 a.m. to 3:00 p.m.
Saturday, Sunday and Holidays hours are 6:30 a.m. to 2:30 p.m.
(Schedule A: 2 days off, 10 days on, and 2 days off)

Week 1 of the weekend coverage schedule is two (2) days off followed by five (5) day on.
Week 2 of the weekend coverage schedule is five (5) days on followed by two (2) day off.

- 3) Page 25, Pay Policies: Propose to eliminate the language pertaining to the 24 month step tied to certification. The certification pay rate was standardized across all job classifications at \$1.00 during the 2016 wage discussions.
- 4) Page 26, Pay Day: Propose a language change to state "Employees shall be paid bi-weekly on Wednesday, by direct deposit", and that the pay period be corrected to read (Saturday to Friday).
- 5) Page 29, Holidays: Suggest changing the name of the "Floating Holiday" to "Personal Time Off" (PTO) days. This could help to eliminate confusion in other areas of the document such as use of sick days before and after holidays.

(2)

- 6) Page 31, Sick Leave: The first paragraph states, "Sick leave must be taken in increments of at least one (1) hour." The last sentence in the sick leave section states, "Sick leave used will be rounded to the nearest half hour for recording purposes." I propose that the half hour reference be removed.