

AGENDA

BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING

DELTA DIABLO

(a California Special District)

190 E. 4TH STREET | PITTSBURG, CA 94565

WEDNESDAY, MAY 29, 2019

11:00 A.M.

Persons who wish to address the Board during Public Comments or with respect to an item on the Agenda will be limited to three (3) minutes. The Board Chair may reduce the amount of time allotted per speaker at the beginning of each Item or Public Comments period depending on the number of speakers and the business of the day. Your patience is appreciated. A break may be called, or an item may be taken out of order, at the discretion of the Board Chair.

A. PUBLIC COMMENTS

B. REVIEW AND COMMENT ON OPERATIONS AND MAINTENANCE (O&M) REPRESENTATION UNIT SIDE LETTER AGREEMENT, WORK PERIODS

C. ADJOURNMENT

The District will provide reasonable accommodations for persons with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board 24-hours prior to the scheduled meeting at (925) 756-1927. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal working business hours.





Date: May 24, 2019

To: Federal Glover, Chair, Board of Directors Personnel Committee

From: Cheryl Rhodes Alexander, Human Resources and Risk Manager *CR*

SUBJECT: REVIEW AND COMMENT ON OPERATIONS AND MAINTENANCE (O&M) REPRESENTATION UNIT SIDE LETTER AGREEMENT, WORK PERIODS

Recommendation

Review and comment on Side Letter Agreement (SLA) with the Operations and Maintenance (O&M) Representation Unit, modifying language in Memorandum of Understanding (MOU), Section II.2, Work Periods.

Background

Section II.2 Work Periods of the O&M MOU defines the start and end times for the different shifts that O&M personnel are assigned to work. The Day Shift (8 or 10-hour shift) begins between 6:00 am and 8:00 am; the Swing Shift begins between 1:00 pm and 4:00 pm; the Night Shift begins between 11:00 pm and 1:00 am; the 12-Hour A.M. Shift begins at 7:00 am and the 12-Hour P.M. Shift begins at 7:00 pm. In practice, Day Shift begins at 7:00 am; Swing Shift begins at 3:00 pm and 12-Hour P.M. Shift begins at 7:00 pm to meet current operational needs.

In 2017, Operations Division staff requested that the District consider a proposal to start certain Operations Division shifts (i.e., “core” operations staff with responsibility for facility operations at the Wastewater Treatment Plant) earlier (than 7:00 am) for the following purposes: 1) to better coordinate and schedule safety and other training; 2) to increase the Operations staff attendance at training sessions and other District functions; 3) to improve coordination and responsiveness between O&M in scheduling maintenance and repair projects that require process equipment to be removed from service; and 4) to increase Operations Division engagement and participation in special projects. Operations staff proposed an earlier start time for the Day shift to begin at 6:00 am, the Swing Shift to begin at 1:00 pm, and the Night Shift to begin at 6:00 pm.

Analysis

O&M and the District agreed to a one-year pilot program beginning in September 2017 to evaluate the modified work periods with earlier start times with required evaluations after three months and at the conclusion of the pilot program. During the pilot period, the Operations Supervisor changed his work schedule to four 10-hour days per week to align with the earlier 6:00 am start times. The general feedback from the three-month evaluation was mostly positive with minor meeting scheduling conflicts that were effectively resolved. The consensus from Operations Division staff was to continue the pilot program for the remainder of the initial 12-month period.



At the conclusion of the pilot program, the Operations Supervisor requested a return to a 9/80 work schedule with a 7:00 am start time, which is more conducive to meeting District operational needs. One concern with the Operations Supervisor starting at 7:00 am was the limited opportunity for communications and interactions with the night shift operators. Because of this concern, O&M and the District agreed to extend the pilot for an additional three months to evaluate the concern. Although direct communications between the Operations Supervisor and the night shift operators have been reduced, it has not been detrimental to District operations. Management will continue monitoring communications and will make changes to improve communication as needed, including aligning the shift start times to facilitate improved communication with the night shifts personnel.

Operations staff feedback following conclusion of the pilot program was largely in favor of the earlier 6:00 am start time and the stated purposes for adjusting the shift schedule were achieved. In addition, providing flexibility for the start of the 12-hour A.M Shift and the 12-hour P.M. Shift allows the District to better meet operational needs.

Based on the feedback and noted outcomes of the pilot program, the Operations Manager and Operations Supervisor recommended the District meet and confer with O&M leadership to modify Section II.2 Work Periods of the O&M MOU to allow scheduling of the earlier operations shift start times. Management met and conferred with O&M Bargaining Unit representatives on May 15, 2019 to develop the proposed attached SLA. The O&M members concur with the proposed SLA.

Recommendation

It is recommended that the Personnel Committee review and comment on the proposed change to work periods, and recommend submitting this item for consideration at the June 12, Board meeting.


Financial Impact

None.

Attachment

- 1) Draft Side Letter Agreement – Proposed Revisions to O&M MOU Section II.2

Prepared by: 
Cheryl Rhodes Alexander
Human Resources and
Risk Manager

Reviewed By: 
Dean Eckerson
Resource Recovery
Services Director

**Proposed Replacement Language for O&M MOU SECTION II.2
(to be incorporated into Side Letter Agreement for Board consideration)**

SECTION II.2 WORK PERIODS

A workday in relation to holidays, floating holidays, bereavement, military, jury duty and other authorized leaves is defined as eight-hour periods and shall be credited on an hour-per-hour basis for each day allowed.

The District is a 24/7 facility with O&M personnel scheduled to meet service and operational requirements and responsibilities. Divisions may have different hours of operation and alternate work schedules (e.g., 4/10 or 9/80) to ensure sufficient staff coverage to meet service and operational needs.

The Operations Division staff are scheduled to work either an 8, 10 or 12-hour shift, or a combination thereof as described in Sections II.2.1 through II.2.5.

SECTION II.2.1 Day Shift (8, 10 or 12-hour shift)

Day shift is defined as a shift beginning between 6:00 a.m. and 8:00 a.m.

SECTION II.2.2 Swing Shift

Swing shift is defined as a shift beginning between 12:00 p.m. and 3:00 p.m.

SECTION II.2.3 Night Shift

Night shift is defined as a shift beginning between 10:00 p.m. and 12:00 a.m.

SECTION II.2.4 12-Hour P.M. Shift

A 12-Hour P.M. shift is defined as a shift beginning between 6:00 p.m. and 8:00 p.m.

SECTION II.2.5 Operators on Shifts

The District will assign a minimum of two Operators on all shifts for personnel safety.

SECTION II.2.6 Shift Change Notification

The District reserves the right to change the start time for O&M personnel based on operational needs.

In the event the District changes the hours of a regular shift schedule, the employees and O&M/Local One will be provided thirty (30) days-notice unless the parties agree to a lesser notice. Such notice need not be provided for Emergency and Special Shift needs.