# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors **AGENDA NO. III-D**

**FROM:** Steve Mack, General Manager

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**Meeting Date: December 4, 2014**

**SUBJECT: Approval of Side Letter with Stationary Engineers Local 39 regarding Account Clerk position**

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**RECOMMENDED ACTION:** Approve the Side letter with Stationary Engineers Local 39 regarding the part-time Account Clerk position.

**FISCAL IMPACT:**

Approximately $20,000/year.

**DISCUSSION:**

Proposed changes to employee Liz Kaasch's position (she is a part-time account clerk) were discussed by the Board at the November meeting. These changes include increased hours, which trigger pro-rated paid time off and health benefits.

At the recommendation of Robin Donoghue, the formal approval of the changes in the form of a Side Letter with the Stationary Engineers Union was deferred to the November meeting so it could be specifically identified on the Agenda.

Exhibit A.

# Side Letter of Understanding
# Between
# Sweetwater Springs Water District
# And
# Stationary Engineers, Local 39

Effective retroactively to November 10, the parties mutually agree that per a motion of the Board of Directors of the Sweetwater Springs Water District, the following part-time employment arrangements shall supplement and, where in conflict, supercede the Memorandum of Understanding between the Sweetwater Springs Water District and International Union of Operating Engineers, Stationary Local 39 for Account Clerk Elizabeth Kaasch:

**1. Regular work schedule:**

9:30 a.m. - 2 p.m. Monday
10 a.m. – 2:30 p.m. Tuesday, Thursday and Friday
8 a.m. – 4:30 p.m. Wednesday
Total hours each week: 26 hours (65% of full-time)

**2. Employee will work additional hours as requested.** In consideration of employee's flexibility to work extra hours, vacation/sick time (and step increases) will continue be evaluated on an annual basis, even though employee is only part-time.

**3. Benefits:**

Retirement: Pro-rated each pay period based on actual number of hours worked

Health/Vision/Dental: Pro-rated. District will regularly cover 70% of costs. YTD hours will be reconciled as needed but at least once annually (based on the calendar year). Employer's share of benefits will not be less than 70% of costs, but if YTD hours worked exceed 70% of full-time, employee will be reimbursed such that employer's share of benefits equals % of full-time hours actually worked.

Estimated costs to employee:

Vision: $2.14/pay period
Dental: $12.04/pay period

Health (family/Kaiser): $336.73*/pay period

** If employee opts out of Health, District will contribute $107.06/pay period to employee's deferred compensation account, or the amount as per MOU Section 22G.*

Vacation/Sick/Floater accruals: Pro-rated at 70% of a full-time employee's accruals.

Vacation/sick usages will be according to the regular work schedule for that day. That is, if employee calls in sick on a Monday, 4.5 hours of sick should be put on the timecard. If on a Wednesday, 8 hours would be used. Accruals will be reconciled in the same way as Health/Vision Dental (above).

70% sick accrual: 2.58 hours/pay period
70% vacation accrual: 3.23 hours/pay period
70% Floating holiday (PTO): 11.2 hours each calendar year (2014 pro-rated)

4. **Should employee work full-time for an entire pay period**, then time off accruals will be as though the employee is a full-time employee until employee returns to the regular part-time schedule outlined above.

Date: _____

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Jerry Kalmar, Business Manager, Stationary Engineers, Local 39

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Rick Putz, Business Representative, Stationary Engineers, Local 39

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Liz Kaasch, Account Clerk Steve Mack, General Manager

Effective Beginning: November 10, 2014