



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors

FROM: Peter Kampa, General Manager

DATE: December 15, 2020

SUBJECT: Item 7 b) Discussion and direction to management regarding hourly and FLSA exempt positions with the District, their duties, responsibilities and work schedules

RECOMMENDED ACTION

Provide direction to the General Manager to resolve the District staffing concerns and return to Board with policy recommendations

BACKGROUND

As discussed at our November Board meeting, the District has two positions classified as FLSA Exempt (from overtime requirements); the Site Supervisor and Site Manager. These positions have been classified as exempt due to their primary responsibility as management level staff, with the responsibility to develop, direct and lead a crew of hourly employees who perform mostly manual labor work.

There are technical aspects of the hourly labor work, mostly in the area of mosquito control that require specialized skills, certifications, training and solid work ethic and reliability. Unfortunately due to the increasing level of effort to control mosquitos and our rapid staff turnover, we have been unable in recent years to develop and maintain a crew of hourly employees adequate to effectively deliver the service, and therefore our two exempt employees have been assuming an active roll in work involving extra hours and days worked performing hourly labor type work.

We discussed the possibility of providing administrative leave to compensate for extra hours worked, but on further research it is recommended that we take one of several actions. This issue can be delegated 100% to your General Manager and will only be returned if and when policy decisions or budget amendments are necessary. The following are presented as options being considered by the GM in consultation with HR professionals and legal counsel:

1. During mosquito season or times when the managers are having to perform over 50% of their work day performing manual labor due to short staffing or otherwise; transition the managers to an hourly wage and pay overtime wages. They would transition back to FLSA exempt during times when their duties remained in management over 50%, or
2. Evaluate the duties, roles and responsibilities of the managers and technical labor staff and reassign job responsibilities and requirements so that the managers remain over 50% in management duties, or
3. Transition the managers to hourly and pay overtime year round, or
4. Consider hiring additional staff with the specific responsibility to be trained and certified for mosquito control, and compensated for that higher level of duty, or
5. Consider engaging the services of an outside contractor to perform the work that results in managers performing hourly labor duties