

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

Monday, May 13, 2024
2:00 p.m.

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

Committee Members Present: Jan Palajac, David Furst

Staff Present: Amber Maugeri, Senior Analyst, Human Resources (SA)
Mat Fuzie, General Manager (GM)
Michelle Kleman, Human Resources Manager (HRM)
Patrick Lucky, Recreation Supervisor, Aquatics (RS)
Rene Venus Dalusong, Executive Assistant (EA)

Members of the Public Present: None

1. **CALL TO ORDER:** Committee Chair Palajac called the meeting to order at 2:02 p.m.
2. **PUBLIC COMMENT:** Chair Palajac opened the Public Comment period. There were no speakers, and the public comment period was closed.
3. **Approval of the Minutes of the Personnel Committee Meeting held on:**
 - a. March 11, 2024
 - b. April 8, 2024

Action: The minutes of the Personnel Committee meeting held on March 11, 2024, and April 8, 2024, were approved unanimously as submitted.

4. **Employee Public Comments from April 24, 2024, Board of Directors Meeting:** HRM Kleman presented answers (Supplemental – Item 4) to the Employee Public Comments received from the April 24, 2024, Board of Directors meeting.

A brief recap of the responses is highlighted below:

- 1) Option to cash out vacation
 - a. Urge employees to use their vacation time as it is part of their total comp package
 - b. The District is on par for new hires but not ahead of the pack
 - c. The Board did not approve this option a few years ago
- 2) Four-day work week
 - a. The District is not a five-day operation
 - b. Most of the work requires coverage

- c. Some positions have flexibility
 - d. Unable to create a one-size fits all work week
- 3) Staff appreciation/longevity awards
- a. Length of Service is complex to calculate and determine years of service
 - b. A slide deck provided multiple scenarios and the complexity of calculating the length of service.
 - c. Appreciates tenured employees for their institutional knowledge
 - d. Rewards employees not for longevity but for their contributions
 - e. Have small and big events throughout the year

Committee Comments and Questions:

- a) The Committee and staff were pleased with the outcome and feedback from the Employee Luncheon and Board Meeting on April 24, 2024. There will be another luncheon and Board meeting in October of 2024.

ACTION: This was a discussion only: no action was taken.

5. **Process Improvements in Human Resources Department:** SA Maugeri provided an update on the process for PARF step increases and the Leave of Absence Tracking System.

Committee Comments and Questions:

- b) Director Palajac questioned the meaning of the acronym PARF. *[SA Maugeri – Personnel Action Request Form].*
- c) Director Furst suggested adding the meaning to abbreviated words in their respective slide(s). *[SA Maugeri – will note for future presentations].*
- d) Director Palajac asked if employees can pull out salary increase information on UKG. *[SA Maugeri – yes].*
- e) GM Fuzie noted the updates will assist in tracking mistakes and budget numbers.

6. **DIRECTORS' AND/OR GENERAL MANAGER'S REPORTS OR ANNOUNCEMENTS:**

- a) There were no reports or announcements from the Directors.
- b) GM Fuzie announced the hire of Marc Roberts as Land Agent/Planner to assist the District with land projects and matters.

7. **ADJOURNMENT:** The meeting was adjourned at 2:59 p.m.

/rvd



LARPD
Personnel
Committee
May 13, 2024

1

Agenda

Responses to Board Meeting – April 24, 2024

- Option to cash out vacation
- Four-day work week
- Staff appreciation/longevity awards

Process Improvements in Human Resources

- Personnel Action Request Forms (PARFS)
- Leave of Absence Tracking

2

Option to Cash out Vacation

- We want our employees to use their vacation time as it is part of their total comp package
- We are on par for new hires but not ahead of the pack
- If we allow cash out at a certain level, many employees will accrue again quickly from the cap, costing the District more money
- The Board voted this option down a few years ago
- Key Metrics:
 - **Total liability as of 04/28/2024 = 15,790 hours/\$672,568. This is an average of \$6,345/employee.**
 - 106 benefited employees with a vacation accrual balance
 - 33 of those employees (or 31%) have a balance of 200+ hours
 - An employee that is retiring at the start of the FY will have a single payout of \$25,000

Accrual Bucket	# of employees	Accrual Cap	# of employees at cap
10-15 years	11	352 hours	5
15-20 years	11	368 hours	2
20+ years	11	384 hours	3

3

Four-Day Work Week

- We do not run a five day operation
- Most of the work we do requires coverage
- Some positions have flexibility
- We have some roles with 10 hours work-days = 4 days per week
- We could add roles with 10 hour days but this might contribute to workers comp issues
- Cannot create a one size fits all

4

Staff Appreciation and Longevity

- Length of Service is not a straight-forward calculation at LARPD
- Casual employees can work a few months a year, but return year-after-year
- Some employees have the opportunity to start as a casual employee and promote to a benefited employee
- Below are a few of the many scenarios we run into while calculating length of service

Hire Date	Length of Service (hire date)	Re-hire Date	Length of Service (rehire date)	Accrual Start Date	Benefits Date	Length of Service (as benefited)	Retirement Plan Date	Length of Service (in ACERA)
7/1/2002	21.87			6/1/2009	6/1/2009	14.95	4/8/2018	6.09
1/1/2005	19.37			7/1/2005	7/1/2005	18.87	4/1/2007	17.12
4/16/2005	19.08	3/25/2024	0.13					
4/8/2019	5.09	5/16/2022	1.99					
9/16/2010	13.66	3/19/2019	5.15	12/16/2015	4/1/2019	8.41		
3/10/2019	5.17	9/28/2021	2.62	3/20/2022	3/20/2022	2.14		
11/1/2006	17.53	8/16/2015	8.74	12/1/2008	11/16/2015	15.45	5/21/2017	6.98

5

Staff Appreciation and Longevity

- It is a philosophy of how we value and reward employees
- We appreciate tenured employees for their institutional knowledge
- We want to reward employees not for staying in place but for their contributions, this can occur with early career employees or very tenured employees
- We believe that staff appreciate having fun together and that is why we have small and big events throughout the year

6

Longevity By-the-Numbers

Administration
31 Employees
Average Age – 53
Avg. Tenure – 8.5 years

Aquatics
56 Employees
Average Age – 23
Avg. Tenure – 3.8 years

Open Space
20 Employees
Average Age – 31
Avg. Tenure – 3.9 years

Parks
33 Employees
Average Age – 51
Avg. Tenure – 9.7 years

Programs/Operations
46 Employees
Average Age – 29
Avg. Tenure – 4.6 years

Youth Services
69 Employees
Average Age – 37
Avg. Tenure – 7.1 years

*Based on all active employees as of 05/09/2024

7

Process Improvement - PARFS

Type of PARF	Previous Process	New Process
Step Increase (Processed Monthly)	<ul style="list-style-type: none"> Manually tracked active employees on spreadsheet HR emailed supervisor step increase details Supervisor initiated PARF in UKG HR reviewed (and often modified) PARF, then approved Manager approved HR did final approval and updated spreadsheet 	<ul style="list-style-type: none"> Added step date field to UKG for all employees HR receives an auto generated report, by month, of employees with step dates HR initiates Step Increase PARF in UKG with all correct info and updates new step date Supervisor approves Manager approves HR does final approval

8

Process Improvement - PARFS

Type of PARF	Challenges Before	Resolutions
Rehire	<ul style="list-style-type: none"> Received requests informally (i.e. sticky notes, verbally, emails) Supervisors and Managers were not always on the same page Multiple changes had to be made manually in UKG to process completely Required pay change notices were not always going to employees 	<ul style="list-style-type: none"> Requests made by Supervisor or Manager directly in UKG HR can review, modify, approve Checklists and notices go out to employees automatically upon approval Good “paper trail” in one centralized location
Reactivation		
Pay Equity Adjustment		
Non-Benefited to Benefited	<ul style="list-style-type: none"> 11 fields in UKG needed to be updated manually <i>AFTER</i> the regular PARF was approved Benefit paperwork was completed outside of UKG and then manually added to the employee profile 	<ul style="list-style-type: none"> One PARF to capture all changes Assigns open enrollment packet to employee to complete electronically

9

Process Improvements – Leave of Absence Tracking

- LOA tracking is tedious – tracking it on a spreadsheet gets very complicated when many types of leaves fall into two or more leave “buckets”.
- LOA module in UKG was not fully setup, so we finished the setup and tested it to ensure tracking accuracy.
- HR can easily respond to employees’ LOA inquiries, such as available balances.
- The system provides compliance reports.
- We can also track workers’ comp leaves through this system, which we started doing as of 2024.

10

Questions

?