



December 15, 2006
(For Board: December 15, 2006)

**REPORT OF THE RULES, POLICY AND INDUSTRIAL
RELATIONS COMMITTEE/COMMITTEE OF THE WHOLE**

Honorable Board of Directors
Golden Gate Bridge, Highway
and Transportation District

Honorable Members:

A meeting of the Rules, Policy and Industrial Relations Committee/Committee of the Whole was held in the Board Room, Administration Building, Toll Plaza, San Francisco, California, on Friday, December 15, 2006, at 9:20 a.m., Chair Pahre presiding.

Committee Members Present (6): Chair Pahre; Vice Chair Murray; Directors Hernández, Martini and McGoldrick; President Middlebrook (Ex Officio).

Committee Members Absent (2): Directors Grosboll and Newhouse Segal

Other Directors Present (7): Directors Cochran, Dufty, Eddie, Kerns, Moylan, Reilly and Stroeh

Committee of the Whole Members Present (13): Directors Cochran, Dufty, Eddie, Hernández, Kerns, McGoldrick, Martini, Murray, Pahre, Reilly and Stroeh; First Vice President Moylan; President Middlebrook

Committee of the Whole Members Absent (6): Directors Ammiano, Brown, Grosboll, Newhouse Segal and Sandoval; Second Vice President Boro

Staff Present: General Manager Celia G. Kupersmith; District Engineer Denis J. Mulligan; Auditor-Controller Joseph M. Wire; Secretary of the District Janet S. Tarantino; Attorney David J. Miller; Deputy General Manager/Bridge Division Kary H. Witt; Deputy General Manager/Bus Division Susan C. Chiaroni; Deputy General Manager/Administration and Development Teri W. Mantony; Information Systems Director Robert Haar; Security and Emergency Management Specialist Lisa J. Locati; Assistant Clerk of the Board Karen Engbretson; Executive Assistant to the General Manager Amorette Ko

Visitors Present: None

**REPORT OF RULES, POLICY AND INDUSTRIAL RELATIONS COMMITTEE/
COMMITTEE OF THE WHOLE
DECEMBER 15, 2006/PAGE 2**

1. Approve Changes to the Sick Leave and Vacation Policies Relative to Accruals for Regular Part-Time Employees and Amend the Human Resources Guide Accordingly

In a memorandum to Committee, Deputy General Manager/Administration and Development Teri Mantony and General Manager Celia Kupersmith reported on staff's recommendation to amend the *Human Resources Guide* relative to accruals for regular part-time employees.

The report stated that currently the District's Employment Statuses policy in the *Human Resources Guide* provides that regular part-time, non-represented employees who work 30 hours or more each week receive full medical benefits and prorated vacation and sick leave accruals. However, in one area of the *Human Resources Guide*, it clearly establishes a flat rate for accruals of vacation and sick leave for these part-time employees. The flat rate is not mathematically accurate and does not reflect that as an employee accrues tenure in the organization, the vacation accrual rate increases. The report noted that the fiscal impact of this change will be negligible, since there are presently only three non-represented, regular part-time employees to whom this section of the *Human Resources Guide* would apply. It is recommended that the *Human Resources Guide* be amended to clearly establish that regular part-time employees who are classified as a part-time position and work a designated 30-hour a week or greater will receive prorated accruals for sick leave and vacation. A copy of the report is available in the Office of the District Secretary and on the District's web site.

Staff recommended, and the Committee concurred by motion made and seconded by **Directors MARTINI/HERNÁNDEZ** to forward the following recommendation to the Board of Directors for its consideration:

RECOMMENDATION

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve changes to the Sick Leave and Vacation policies relative to accruals for regular part-time employees to establish that regular part-time employees who are classified to work a designated 30-hour a week or greater will receive prorated accruals for sick leave and vacation; and amend the *Human Resources Guide* accordingly.

**Action by the Board - Resolution
NON-CONSENT CALENDAR**

AYES (13): Directors Cochran, Dufty, Eddie, Hernández, Kerns, McGoldrick, Martini, Murray, Pahre, Reilly, and Stroeh; First Vice President Moylan; President Middlebrook

NOES (0): None

[Note: The above recommendation was forwarded to the Board of Directors meeting of December 15, 2006, for action.]

**REPORT OF RULES, POLICY AND INDUSTRIAL RELATIONS COMMITTEE/
COMMITTEE OF THE WHOLE
DECEMBER 15, 2006/PAGE 3**

2. Approve Payment of Hourly Shift Differentials for Bridge Lieutenants for Sick Leave, Vacation and Compensatory Time Off

In a memorandum to Committee, Deputy General Manager/Administration and Development Teri Mantony and General Manager Celia Kupersmith reported on staff's recommendation to approve payment of hourly shift differentials when Bridge Lieutenants use sick leave, vacation and compensatory time off.

The report stated that in recent Coalition bargaining, a number of practices were standardized among various bargaining units. One of these standardizations was that the Bridge Sergeants and Bridge Patrol Officers receive payment of shift differential when they use accrued sick leave, vacation or compensatory time off. The hourly rate for time worked during Swing Shift (2 p.m. to 10 p.m.) differential is \$1.80 per hour. The Graveyard Shift (10 p.m. to 6 a.m.) differential is \$3.00 per hour.

The report also stated that historically the District has paid non-represented Bridge employees who work in 24/7 positions the same shift differential as represented employees. Staff is recommending that this practice be continued for the Bridge Lieutenants relative to the payment of an hourly shift differential when they use sick leave, vacation and compensatory time off. The report stated that the fiscal impact of this recommendation would cost less than \$3,000 annually. A copy of the report is available in the Office of the District Secretary and on the District's web site.

Staff recommended, and the Committee concurred by motion made and seconded by **Directors HERNÁNDEZ/KERNS** to forward the following recommendation to the Board of Directors for its consideration:

RECOMMENDATION

The Rules, Policy and Industrial Relations Committee recommends that the Board of Directors approve payment of hourly shift differentials for Bridge Lieutenants when sick leave, vacation and compensatory time off are used.

**Action by the Board - Resolution
NON-CONSENT CALENDAR**

AYES (13): Directors Cochran, Dufty, Eddie, Hernández, Kerns, McGoldrick, Martini, Murray, Pahre, Reilly, and Stroeh; First Vice President Moylan; President Middlebrook

NOES (0): None

[Note: The above recommendation was forwarded to the Board of Directors meeting of December 15, 2006, for action.]

**REPORT OF RULES, POLICY AND INDUSTRIAL RELATIONS COMMITTEE/
COMMITTEE OF THE WHOLE
DECEMBER 15, 2006/PAGE 4**

3. Public Comment

There was no public comment.

4. Adjournment

All business having been concluded, the meeting was declared adjourned at 9:25 a.m.

Respectfully submitted,

Barbara L. Pahre, Chair
Rules, Policy and Industrial Relations Committee

BLP:JST:KBE:kbe