

REVISED June 20, 2022



Agenda Item No. (4)

To: Rules, Policy & Industrial Relations Committee/Committee of the Board
Meeting of June 24, 2022

From: Kellee J. Hopper, Deputy General Manager, Administration and Development
Ewa Bauer-Furbush, District Engineer
Denis J. Mulligan, General Manager

Subject: **APPROVE AN ENHANCED VACATION ACCRUAL POLICY FOR CERTAIN ENGINEERING DEPARTMENT CLASSIFICATIONS**

Recommendation

The Rules, Policy and Industrial Relation Committee recommends that the Board of Directors approve implementation of an enhanced Vacation Accrual Policy in the Engineering Department, as follows:

“Employees in the Engineering Department, within the Engineer classifications shall accrue paid vacation up to a maximum of 30 days at the following accrual rates, based on certified relevant years of work experience in the industry either at the District or in positions prior to District employment:

First through fourth year of certified experience in the industry - 10 days;
Fifth through tenth year - 15 days;
Eleventh through twentieth year - 20 days;
Twenty-first through twenty-ninth years - 25 days;
Twenty-nine years thereafter - 30 days.”

This matter will be presented to the Board of Directors at its June 24, 2022, meeting for appropriate action.

Summary

Over the past several years, the Golden Gate Bridge, Highway and Transportation District (District) has had difficulty in filling vacant positions in the Engineering Department due at least in part to its non-competitive vacation credit and accrual policy. Specifically, several highly qualified candidates for Engineer classification positions with relevant engineering experience have declined offers of employment with the District due to the initial vacation accrual rates for new employees. Most potential candidates for Engineer positions are earning three to five weeks of vacation at their current job. At the District as new employees, they would earn only two weeks of vacation in their first year of service, which makes the District's offer most unattractive.

Furthermore, under the District's current vacation accrual policy, these candidates would continue to earn only two weeks each year for the first four years of their employment with the District. This has been a very serious impediment in recruiting for the Engineering Department.

The District currently has 22 authorized positions for Engineer classifications. Seven (7) of these positions are currently vacant. Staff recommends that the Board approve an action to implement a modified vacation accrual policy for these classifications based on their certified work experience instead of their years of District service, as is currently the case. Current employees and candidates must provide proof of their relevant work experience to allow the District to calculate accurately the appropriate vacation accrual rate.

This recommendation has been discussed with the International Federation of Professional and Technical Engineers (IFPTE) Local 21 which represents the affected employees.

Fiscal Impact

The net estimated annual salary cost for this recommendation will depend on a number of factors, principally the number of employees who currently would need adjustments to their accruals, based on their years of experience, and the number of people hired who are eligible for increased vacation accruals. For the initial year of this program, staff estimates that seven new hires and fifteen existing employees would be eligible for enhanced vacation accruals. Given that assumption, the first year cost in salary and potentially committed payments would be an estimated \$60,000 to \$85,000, which would be funded using salary savings.