



Agenda Item No. (3)

To: Rules, Policy & Industrial Relations Committee/Committee
Date: Meeting of August 24, 2023

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 ENGINEERING INSPECTOR CLASSIFICATIONS**

Recommendation

The Rules, Policy and Industrial Relations 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 Inspector 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 Golden Gate Bridge, Highway and Transportation District (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 August 25, 2023, meeting for appropriate action.

Summary

Over the past several years, the District has had difficulty in filling vacant positions in the Engineering Department, including the Inspector classifications, due at least in part to its vacation credit and accrual policy. The District currently has seven (7) authorized positions for Engineer Inspector classifications; of this, two (2) positions are currently vacant. These classifications are: Associate Engineering Inspector, Associate Steel Inspector, and Senior Steel Inspector.

Highly qualified candidates for Inspector classification positions with the required experience needed for the District are often at least mid-career candidates who are accruing three to five weeks of vacation at their current jobs. At the District as new employees, they would earn only two weeks

of vacation in their first year of service, which can make the District's offer unacceptable to highly qualified candidates.

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 five (5) 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 \$12,682 to \$25,364, which would be funded using salary savings.