



## San Gabriel Valley Mosquito & Vector Control District

1145 North Azusa Canyon Road, West Covina, CA 91790

Phone: 626-814-9466 | Website: [www.sgvmosquito.org](http://www.sgvmosquito.org)

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### PERSONNEL AND POLICY COMMITTEE MEETING AGENDA JANUARY 12, 2024 – FOLLOWING ADJOURNMENT OF BOARD MEETING

#### 1. Call to Order

1.1 Determination of a Quorum – Noted Absences

1.2 ORDER OF BUSINESS - Review and prioritization of agenda Items including, if necessary, identification of any emergency items arising after posting of the agenda and requiring action prior to next regular meeting

#### 2. Opportunity for Public Comment on Non-Agenda Items

(Individual Public Comments may be limited to a 3-minute or less time limit) During Public Comments, the public may address the Committee on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the agenda at the time that item is before the Committee for consideration. There will be no dialog between the Committee and the Commenter. Any clarifying questions from the Committee must go through the Committee Chair.

#### 3. Consider 4/10 Work Schedule Proposal (EXHIBITS 3A, 3B) P.3 (Chair, Margaret Finlay) (Recommendation for Board Consideration)

○ **Call for Public Comment**

○ **Committee Action Required:** If the Committee concurs, following the public discussion by members for this item, the appropriate action is to recommend approval of revisions to **Policy No. 10 – Work Period** and **Policy No. 14 – Holidays** to the Board for Consideration.

○ **Alternative Committee Action:** If after discussion by members for this item, the Committee may choose not to recommend approval of revisions to **Policy No. 10 – Work Period** and **Policy No. 14 – Holidays** to the Board for consideration.

#### 4. Adjournment

##### Personnel and Policy Committee

Margaret Finlay, Duarte (Chair)

Joseph Leon, Monterey Park

John Capoccia, Sierra Madre

Robert Joe, South Pasadena

Cynthia Sternquist, Temple City



**CERTIFICATE OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California that a copy of the foregoing agenda was posted at 1145 North Azusa Canyon Road, West Covina, CA 91790 and the District's website ([www.sgvmosquito.org](http://www.sgvmosquito.org)) not less than 72 hours prior to the meeting per Government Code 54954.2.

Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public viewing and inspection at the San Gabriel Valley Mosquito & Vector Control District Office located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during regular business hours.

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Jerry Mireles, Clerk of the Board  
San Gabriel Valley MVCD

**NOTICE TO THE PUBLIC**

This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2).

If you need special assistance or accommodations to participate in this meeting, please contact the Clerk of the Board at 626-814-9466 ext.1006. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)



## San Gabriel Valley Mosquito & Vector Control District District Manager's Report

Date: January 12, 2024

Meeting of: SGVMVCD Board of Trustees: Personnel and Policy Committee

Subject: **Consider 4/10 Work Schedule Proposal**

Exhibit(s): Exhibit 3A, 3B

### Background

Over the past year, the District has been exploring the feasibility of a district wide 4/10 work schedule and the logistics associated with its implementation. District employees have expressed interest in this alternative work schedule and the District recognizes the potential benefits to both the workforce and the organization. The proposed work schedule aligns with the goals of the District as well as the preferences of staff, aiming to enhance both organizational efficiency and employee satisfaction.

The following guidelines were established and considered as part of the proposal: the 4/10 work schedule shall not interfere with services to the public, shall meet the needs of the District, shall not create fatigue and/or other safety risks; shall not create additional costs to the District; and shall be complementary to working cohesively with the schedule of other departments. Additionally, the 4/10 Work Schedule proposal is in compliance with State and Federal laws, including the Fair Labor Standards Act (FLSA), and District Personnel Rules and Regulations.

Implementation of the 4/10 Work Schedule would require revisions to District **Policy No. 10 – Work Period (Exhibit 3A)** and **Policy No. 14 – Holidays (Exhibit 3B)**. Employee schedules and District office hours would be revised to reflect a 10-hour day and 4-day work week. To accommodate the proposed 10-hour workday without increasing the cost of employee benefits, the holiday list would be adjusted to eliminate the day after Thanksgiving and reduce floating holiday hours from 18 to 16.

Board of Trustees meeting dates and times would not be affected by the work schedule change and would remain the same.

### District Manager's Recommendation

The District Manager recommends approval of the 4/10 Work Schedule as proposed.

### Committee Action Options

- Committee Action: If the Committee concurs, following the public discussion by members for this item, the appropriate action is to recommend approval of revisions to **Policy No. 10 – Work Period** and **Policy No. 14 – Holidays** to the Board for consideration.
- Alternative Committee Action: If after discussion by members for this item, the Committee may choose not to recommend approval of revisions to **Policy No. 10 – Work Period** and **Policy No. 14 – Holidays** to the Board for consideration.

Submitted by:

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Jason Farned  
District Manager

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**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Policy Number:** 10  
**Subject:** Work Period  
**Category:** Personnel Rules and Regulations  
**Adopted:** 10/13/2023  
**Revision(s):** ~~10/13/2023~~ 2/9/2024




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**POLICY NO. 10 – WORK PERIOD**


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**Section 1. Definitions**

- A. Non-Exempt Employee means an employee who is covered by the provisions of the Fair Labor Standards Act (29 U.S.C. Sec. 201 et seq.), including overtime and minimum wage provisions, as determined by the Board of Trustees.
- B. Exempt Employee means an employee who is not covered by the overtime and minimum wage provisions of the Fair Labor Standards Act as determined by the Board of Trustees.
- C. Workweek means the recurring period of seven (7) consecutive days ~~(168 hours)~~ beginning ~~with the workweek designated for each classification and ending seven consecutive days later~~ at 12:01 a.m. each Sunday and ending at 12:00 a.m. on the following Saturday and will be used as the basis for calculating overtime.
- D. Overtime means time spent in the performance of work ordered and approved or authorized by the District Manager or designee which is in excess of forty (40) hours per workweek except as provided for in *Section 3. C*, below.

**Section 2. Work Schedules**

- A. Work schedules are determined at the discretion of the District Manager or designee and are subject to change with or without notice, according to the needs of the District. Managers/supervisors are responsible for providing employees with clearly defined work hours and work schedules. A non-exempt employee is required to seek advance permission from their supervisor for any foreseeable absence or deviation from their assigned work schedule, and meal and rest period times. Employees must notify their director/supervisor if they will be absent from a work shift or tardy to work shift within one (1) hour prior to their scheduled work shift or as practicable.
- B. 9/804/10 Work Schedule and FLSA Workweek
- The 9/804/10 work schedule for full time employees consists of ~~eight 9-hour days, one 8-hour day, and one regularly scheduled day off every two weeks. A 9/80 work schedule has a 30 minute meal period. For all employees working a 9/80 work schedule their workweek shall begin exactly four hours into their 8-hour shift on the day of the week that constitutes their alternative regular day off (RDO).~~ four (4) consecutive workdays a

workweek, Monday through Thursday with Fridays off, and ten (10) hours per day totaling 40 hours within a seven (7) day period.

- C. The District shall, whenever practicable, give employees a seven (7) calendar day advance notice of a shift change.
- D. No employee shall be permitted to work more than sixteen (16) consecutive hours except in an emergency situation as determined by the District.

### **Section 3. Overtime**

#### **A. Notification of Employees**

- 1. If the District Manager or designee determines that work beyond the normal workday or workweek is required, the District shall notify employees of the need for such overtime as soon as possible before the work is expected to begin.

#### **B. Distribution of Overtime**

- 1. The District shall make a reasonable effort to make overtime opportunities available on an equal basis to employees capable of performing the work.
- 2. If the District Manager or designee determines that overtime is necessary on work that started on an assigned shift, the assigned employee(s) may continue with that work as an extension of the assigned shift.
- 3. When a non-exempt employee is required to attend a local meeting outside their normal work schedule, the employee shall be compensated at one and one-half times their regular rate or their work schedule will be adjusted to allow for the attendance of the meeting during scheduled work time.

#### **C. General Conditions and Exceptions**

- 1. Overtime shall be compensated to all employees who are not exempt from the provisions of the Fair Labor Standards Act.
- 2. Employees are entitled to receive FLSA overtime pay for those hours actually worked in excess of forty (40) hours in one workweek.
- 3. Overtime shall be earned, credited, paid, or taken off in increments of six minutes. No overtime credit shall be given for increments of less than six minutes, unless specifically authorized by the District Manager.
- 4. Holidays not actually worked do not count as time worked for the purpose of computing overtime.
- 5. Overtime-eligible employees are not permitted to work overtime except as directed and authorized by their supervisor, or in case of emergency, as determined by the District Manager or designee. Working overtime without prior authorization or approval is grounds for discipline. In emergency situations that necessitate working overtime, the

employee must notify a supervisor as soon as possible, and in no event later than the end of that day upon which the emergency occurred. If the supervisor denies the request to work overtime, the employee must report the time already worked and follow the supervisor's directive and cease working overtime. Failure to follow these overtime approval procedures may subject the employee to disciplinary action, up to and including termination.

#### D. Payment for Overtime

1. Overtime shall be compensated at one and one-half (1-1/2) times the regular rate.
2. For all regular, limited-term, and probationary employees, overtime may be converted to compensatory time or paid for at the option of the employee. Employees with existing compensatory time balances of sixty (60) hours shall be paid for all overtime work performed in excess of that amount.
3. Fringe Benefits Not Affected by Overtime: Overtime shall not be a basis for increasing retirement, vacation, or sick leave benefits, nor shall it be a basis for advancing completion of a salary step advancement.
4. An employee separating from District service shall be paid for accumulated compensatory time in a lump sum payment. In the case of an employee whose service is terminated by death, such payment shall be made to the employee's beneficiary.

#### Section 4. Accrual of Administrative Time for Exempt Employees

- A. Employees classified as exempt from the Fair Labor Standards Act are not entitled to paid overtime or compensatory time. FLSA exempt employees are granted a maximum of forty (40) hours of administrative leave each calendar year in the first pay period following January 1st. Administrative leave is prorated for exempt part-time employees and for employees who start mid-year.
- B. Any unused administrative leave hours will not roll over to the next year.

#### Section 5. Breaks and Cleanup Time

##### A. Meal Periods

1. Non-exempt employees ~~who work at least an eight-hour workday~~ will be provided a 30-minute uncompensated meal period for each ten-hour workday. Employees are responsible for taking their meal period at a time designated by their supervisor. A meal period may not be used to cover tardiness or shorten the workday. Employees shall return, on time, as scheduled, from their meal period and must immediately notify management if they will be late.
2. Employees must obtain advanced approval from management to extend or advance their normal rest or meal period.

##### B. Rest Periods

1. A 15-minute paid rest period (not including restroom breaks) will be provided to non-exempt employees for each four-hour period of work. The rest period shall be taken at a time designated by the employee's supervisor. Rest periods may not be combined to shorten the workday or to extend the meal period and may not be used to cover tardiness. Employees are expected to return, on time, as scheduled, from rest periods/breaks and to contact management immediately if they will be late.

#### C. Cleanup/Donning and Doffing Time

1. Subject to the discretion of the supervisor, non-exempt employees may be provided with up to 15 minutes of cleanup time during the first 15 minutes of the employee's shift and/or the last 15 minutes of the shift to perform activities such as cleaning up a work area, putting away tools, personal wash up, and changing of clothes.
2. Employees working certain assignments who are required to wear a uniform will be provided with up to 15 minutes at the start of their shift and 15 minutes at the end of their shift, to don and doff their uniforms and personal protective equipment. The District provides locker rooms or changing facilities for the convenience of employees.

### **Section 6. Lactation Accommodation**

#### A. Lactation Break Time and Location

1. The District provides employees the right to request lactation accommodation in accordance with California law. The District will provide a reasonable amount of break time to accommodate an employee desiring to express breastmilk. The break time shall, if possible, run concurrently with any break time already provided to the employee. For a non-exempt employee that may need time beyond the usual authorized break times, then the lactation break shall be unpaid or the employee may choose to use accrued leave.
2. Those desiring to take a lactation break at times other than their provided break times must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.
3. The District will provide the employee with the use of a room or other location for the employee to express milk in private. This room may include the place where the employee normally works if it otherwise meets the requirements set forth below.
  - a. Be shielded from view and free from intrusion while being used to express milk. The room shall be safe, clean, and free of hazardous materials. There will be a surface to place a breast pump and personal items as well as a place to sit. The room will have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. The employee shall also have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, the District may provide another cooling device



suitable for storing milk, such as a company-provided cooler. If a multipurpose room is used for the lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.

#### B. Lactation Accommodation

1. Employees who require lactation accommodation should make a request for lactation accommodation, either orally or in writing, to the Human Resources Analyst or designee. If the District cannot provide break time or a location that complies with California law the District will provide a written response to the employee.
2. An employee who does not believe the District is providing an appropriate lactation accommodation should immediately inform the District Manager. Employees have the right to file a complaint with the Labor Commissioner for any violation of the employee's lactation rights under California law.

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***Policies Cited:***

N/A

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**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Policy Number:** 14  
**Subject:** Holidays  
**Category:** Personnel Rules and Regulations  
**Adopted:** 10/13/2023  
**Revision(s):** ~~10/13/2023~~ 2/9/2024




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**POLICY NO. 14 - HOLIDAYS**


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**Section 1. Holidays Observed**

A. District Employees shall observe the following holidays:

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|---|--|
| 1. New Year's Day   | January 01                                   |
| 2. President's Day  | 3 <sup>rd</sup> Monday of February           |
| 3. Memorial Day   | Last Monday of May                           |
| 4. Juneteenth   | June 19                                      |
| 5. Independence Day   | July 04                                      |
| 6. Labor Day  | 1 <sup>st</sup> Monday of September          |
| 7. Veteran's Day  | November 11                                  |
| 8. Thanksgiving Day   | 4 <sup>th</sup> Thursday of November         |
| <del>9. Day After Thanksgiving</del>                                | <del>4<sup>th</sup> Friday of November</del> |
| <del>10.9.</del> Christmas Eve                                      | December 24                                  |
| <del>11.10.</del> Christmas Day                                     | December 25                                  |
| <del>12.11.</del> New Year's Eve                                    | December 31                                  |
| <del>13.12.</del> Floating Holiday <u>Hours</u> ( <u>16 hours</u> ) | With Approval                                |

B. When a holiday falls on a Friday, the preceding Thursday shall be observed as the holiday. ~~Saturday, the preceding Friday shall be observed as the holiday.~~ When a holiday falls on a Saturday or Sunday, the following Monday shall be observed as the holiday.

**Section 2. Eligibility for Holiday Pay**

A. An employee must be paid for all or a portion of both the regularly scheduled working assignment immediately prior to a holiday and the regularly scheduled working assignment immediately after that holiday to receive holiday pay. With District approval, compensatory

time earned for working on a holiday or for a holiday falling on a regularly scheduled day off may be taken on the first scheduled working day after the holiday.

- B. A new employee whose first working day is the day after a holiday shall not be paid for that holiday.
- C. An employee who is terminating employment for reasons other than paid District retirement and whose last day as a paid employee is the day before a holiday shall not be paid for that holiday.
- D. Only regular, limited term, and probationary employees shall be eligible for holiday pay.

### Section 3. Holiday Pay

- A. Full-time regular and limited-term employees shall be eligible to receive holiday pay as follows:
  1. When a holiday falls on a regular 109-hour workday, the employee shall be paid 109-hours.
  - ~~2. When a holiday falls on an employee's regular 8-hour (Friday) workday, the employee shall be paid 8-hours.~~
  - ~~3.2. When a holiday falls on an employee's regularly scheduled day off (RDO), the employee shall receive eight (8) hours of floating holiday credit. All floating holiday leave hours must be taken by the end of the calendar year.~~
  - ~~4.3. An employee who is required to work on Christmas Day, Memorial Day, Independence Day, Labor Day, or Thanksgiving Day shall receive pay computed at one and one-half (1-1/2) times the employee's basic hourly rate for the number of hours actually worked.~~
  - ~~5.4. Holidays which fall during an employee's vacation period shall not be charged against the employee's vacation balance.~~

### Section 4. District Office Holiday Closure

- A. The District office, including all District departments and services, will be closed during the Holiday Closure period. The Holiday Closure period begins December 26 and continues through December 30. Should the District Manager determine that services are required on account of emergency business necessity during the Holiday Closure period, corresponding District staff will be notified and required to work during this time.
- B. During the Holiday Closure period, all regular, limited term, and probationary employees shall take paid leave from compensatory, administrative, floating holiday, or vacation time accruals or use unpaid leave. Sick leave time accruals are not eligible to be utilized during the Holiday Closure period.

- C. The Holiday Closure period is not vacation, does not accrue, does not carry over, and is not cashed out upon separation of employment.

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