



## Executive Committee Agenda

April 7, 2023 at 10:30 a.m. at District Office

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/830979741>

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073

Access Code: 830-979-741

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public that is within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

Please Note: If you have comments on a specific agenda item(s), please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

***If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-2114***

***(Govt. Code Section 94594.1 and 94594.2 (a))***

**A. Call To Order**

**B. Public Comments**

**C. Discussion Items:**

- a. General Manager Temporary Salary Adjustment Review. (Etchart)
  - i. Discuss upcoming Military Leave (Martinez)
- b. Draft Compensatory Time Policy (Martinez) - Attachment
- c. Staff Surveys in preparation for GM & Assistant GM reviews. (Etchart) - Attachment

**D. Adjourn**



## Compensatory Time Policy

Compensatory time off may be approved in lieu of overtime pay for irregular or occasional overtime work when the employee requests CTO in writing in lieu of overtime compensation and the employee is regularly scheduled to work no fewer than 40 hours in a workweek.

Non-Exempt Employees may accrue up to 40 hrs of compensatory time in one calendar year. Compensatory time may not be transferred from one calendar year to the next. For example, if accrued compensatory time off is not used before the 24th pay period time limit, the time shall be converted back to OT, and the employee must be paid for the earned compensatory time off at the overtime rate in effect when earned.

Exempt Employees may accrue compensatory time under special circumstances upon the MOWD Board of Directors' approval. An employee may accrue up to 240 hours of CTO. We will pay overtime to employees who accrue more than 240 hours for any additional overtime work.

At the employee's request, we will pay overtime in cash in lieu of earned CTO for at least two pay periods.

We will permit employees to use the accrued time within a reasonable period after making the request, if such use does not unduly disrupt our operations.

Compensatory time will be recorded on the employee time sheets and in the electronic MOWD payroll system.

Compensatory Time Calculation: 1 hr. OT = 1.5 hr. Compensatory Time

**Commented [SG1]:** You cannot make an employee forfeit the compensatory time. The CTO must be paid at the employee's regular rate when the employee receives payment. Upon termination, the payment rate for unused CTO can either be at the employer's final regular rate or the employee's average regular rate for the last three years of employment, whatever is higher.

## MOWD Employee Survey- Aug 2021

Thank you in advance for answering the following survey questions!

This questionnaire, along with a short interview online with two members of the Board, is part of our ongoing effort to poll all of our employees several times a year to improve workplace effectiveness and satisfaction. These interviews are intended to include all staff's input, as well as gauge the "pulse" of the company.

The Board appreciates you taking the time to answer honestly, and help us ensure that the MOWD is a productive and rewarding place to work.

Please write your answers out on this sheet and put in a sealed envelope with Summer in the office. We will retrieve your responses prior to your interview via online conversation. Please explain as best as you can in your responses, and feel free to use additional sheets of paper if needed.

Please also note that your answers will be confidential, and reviewed only by two members of the MOWD Board of Directors. Your completed forms will then be held by the Board President.

**1.** What is your sense overall of how things are working at the MOWD (Please consider: communication, morale, productivity, systems, processes, our new GM)?

**2.** What could be improved? What is going well?

**3.** Are you receiving competent supervision and guidance in your current role? Do you feel heard and respected when you seek clarification or support for the tasks asked of you?

**4.** What goals do you have for yourself moving forward that would increase your value to the district and our customers?

**5.** Is there anything else you think is important to know or understand?