



Employee Requests Human Relations Committee

April 6, 2021

History/Process

- MSWD employees are **NOT** represented by a union
- As part of the budget process, MSWD staff reviews and assesses all costs and increases including labor costs (wages and benefits)
- This process is not new. Process has been followed longer than most employees have been employed (**greater than 20 years**). Process includes:
 - Employee Request Meeting - March 3rd
 - Evaluation of Requests – March 23rd
 - Human Relations Committee – April 6th
 - Board of Directors Meeting – April 19th

Employee Requests – March 3, 2021

- Impact of COVID-19 Pandemic – Not many changes in benefit packages in the water industry over the past year.
- Likewise, many of this year's request were the same as last year -
 - Additional Optional Holiday
 - Cost Of Living Adjustment
 - Certification Pay For Staff Who Exceed Required Certifications
 - Other Dental Insurance Options
 - Full Medical Insurance Coverage At Age 55 (with 20 Years of Service)
 - Employee (Family) Event
- Other requests
 - Compensatory Time To Be Sold Back Throughout The Year
 - Overtime Pay
 - For Call Outs At 1.5x During Holidays
 - For Call Outs During Week Or Holiday
 - Time Donation Program
 - Boot Allowance For Administrative Staff
 - Boot Allowance Raised To \$400
 - Complete Salary Survey

Evaluation of Requests

- Evaluation of Requests is completed by MSWD Management Staff and Human Resources Specialist based on
 - Past Board feedback, legal guidance, and labor market conditions
 - Past Board feedback – Cost of living adjustments (2021 <1%)
 - Legal guidance – Overtime Pay (Clarifying language)
 - Labor market conditions –
 - Holidays (Consistent with other water agencies and departments)
 - Health Insurance (Consistent with other water agencies and departments)
 - Certification Pay (Consistent with other water agencies and departments)
 - Boot Reimbursements (Consistent with other water agencies and departments)
 - Items that can be done administratively (already planned, safety, etc.)
 - Class & Compensation Study

Committee Discussion Items

- Employee Compensation Time –
 - Added in FY20/21
 - FY21/22 Request - Compensatory Time To Be Sold Back Throughout The Year
- Prior Year Discussion – Concern with impact to Finance Team; however, now that the program is established there is very little effort to pay the employee throughout the year
- **Staff Recommendation** – Reword the Employee Manual to allow for Compensatory Time to be sold back throughout the year

