

**PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS
SUBCOMMITTEE MEETING**

November 6, 2007

6:35 p.m.

(Immediately following the FEL Subcommittee Meeting)

AGENDA

Personnel, Legislative and Public Affairs Subcommittee:

John Schwope, Chairperson
Fred Conley, Vice Chairperson
Dick Connealy
Rick Kolowski
Rich Tesar

Alternate Members: Tim Fowler
David Klug

Staff Liaison: Emmett Egr
Christine Jacobsen

1. Meeting Called to Order –Chairperson Schwope
2. Notification of Open Meetings Act Posting and Announcement of Meeting Procedure – Chairperson John Schwope
3. Quorum Call
4. Adoption of Agenda
5. Proof of Publication of Meeting Notice
6. Review and Recommendation on Additional Compensation for Ryan Trapp while Serving as Assistant Park Superintendent (May 1 – October 1, 2007) – John Winkler
7. Review and Recommendation on Addition to Wage and Salary Administration Program – Compensation for Temporary Duty – John Winkler
8. Adjourn

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Additional Compensation for Ryan Trapp while Serving as Assistant Park Superintendent (May 1 – October 1, 2007)

DATE: October 23, 2007 Updated: November 5, 2007

FROM: John Winkler, General Manager

During the timeframe of May 1, 2007 through October 1, 2007, the position of Park Superintendent at Walnut Creek was vacant. Randy Lee, former Assistant Park Superintendent, left April 30, 2007 for a position at Olsson Associates. During that time, Ryan Trapp, then Lead Groundskeeper at Walnut Creek Rec Area, assumed the duties of the Assistant Park Superintendent.

In the past, the District has compensated employees if they assumed the duties of a vacant position. The most recent example would be during the absence of a General Manager in 2006. I am recommending that the same consideration be given to Ryan for the period of May 1, 2007 through October 1, 2007 and that the additional compensation be based upon increasing his salary to one-half the difference in the pay grade midpoints between the Assistant Park Superintendent position (Salary Grade 8) and the Lead Groundskeeper position (Salary Grade 6) during that period. The additional compensation for the 5 month period would amount to \$2,074.38.

It is the recommendation of the General Manager that the Subcommittee recommend to the Board that Ryan Trapp be paid the amount of \$2,074.38 for serving as Assistant Park Superintendent for the period of May 1, 2007 through October 1, 2007.

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Addition to Wage and Salary Administration Program

DATE: October 23, 2007 Updated: November 5, 2007

FROM: John Winkler, General Manager

To address any future situations involving compensation to District employees for temporary duty, it is recommended that Paragraph E. – Compensation for Temporary Duty (see attached) be added to the District Wage and Salary Administration Program Manual. This addition would authorize the General Manager to deal with any similar situations administratively.

It is the recommendation of the General Manager that the Subcommittee recommend to the Board that the following paragraph be added to Section VII – Wage and Salary Adjustment of the District’s Wage and Salary Administration Program Manual:

E. Compensation For Temporary Duty: If an employee temporarily serves in the capacity of a higher grade position for an extended period of time (minimum of three months or 60 working days, consecutively), the General Manager shall have the authority to provide additional compensation to that employee for that period according to the general guideline of one-half the difference between the midpoints for the salary grade of the higher grade position and the employee’s position.