



**WEST VALLEY WATER DISTRICT
855 W. Base Line Road Rialto, CA**

**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

WEDNESDAY, SEPTEMBER 12, 2018 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

- 1. CONVENE MEETING**
- 2. PUBLIC PARTICIPATION**

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

- 3. DISCUSSION ITEMS**
 - a. 4/10 Work Week Schedule.
 - b. COLA Increase
 - c. GPS Fleet Tracking
 - d. Salaries posted on Website – Discussion
- 4. ADJOURN**

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee meeting agenda at the District offices on September 7, 2018.

A handwritten signature in blue ink that reads "Crystal L. Escalera".

Crystal L. Escalera, Board Secretary



**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
STAFF REPORT**

DATE: September 12, 2018
TO: Human Resources Committee
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: 4/10 WORK WEEK SCHEDULE

BACKGROUND:

Historically for the past ten (10) years, West Valley Water District has formed a Human Resources Salary and Benefits Committee comprised of Office and Field staff. Each year, the committee will provide salary and benefit recommendations to be considered by the General Manager and final approval from the full Board. Among some of the most favorable employee choices for consideration which employees showed an interest in is in adopting an alternate 4/10 work week schedule. The proposed 4/10 week schedule will be an alternate schedule in addition to the current 9/80 schedule.

DISCUSSION:

Sixty four (64) employees participated in the survey and forty nine (49) employees voted their interest in working a 4/10 alternative schedule. (Survey Results attached as Exhibit A) Another Ballot process was conducted in which fifty six (56) employees participated. The results were 41 employees in favor and 19 were unfavorable. (Attached as Exhibit B) Several meetings were held with department managers and supervisors to discuss the logistics and implementation. Each department submitted a copy of their schedule to reflect staff coverage. Attached as Exhibit C are department schedules.

FISCAL IMPACT:

There would be no fiscal impact or a minimal if any.

STAFF RECOMMENDATION:

Staff recommends consideration of adopting a 4/10 schedule in addition to the 9/80 and standard work week schedule for approval by the full board on September 20, 2018.

Respectfully Submitted,



Clarence Mansell Jr., Interim General Manager

Dm:cc

ATTACHMENT(S):

1. Exhibit A 4 10 Survey Results
2. Exhibit B Voting Results
3. Exhibit C Work Schedules

EXHIBIT A

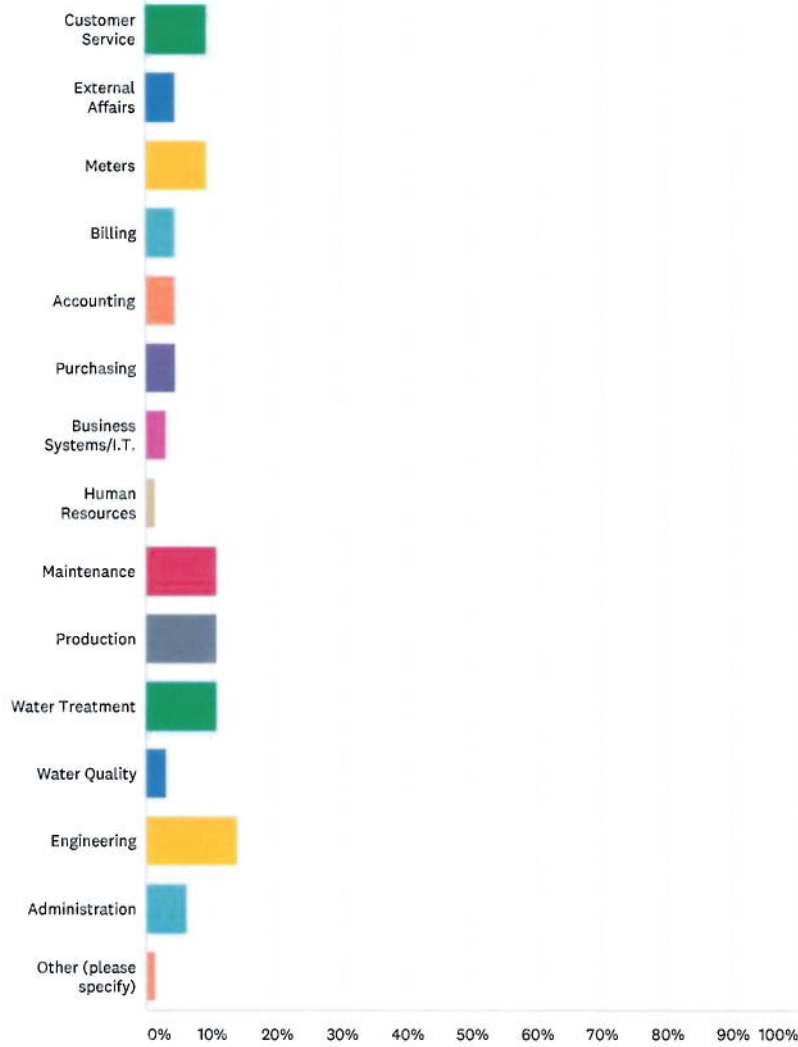


Four-Ten Work Schedule Survey Results

Q1

What Department do you work in?

Answered: 64 Skipped: 4



ANSWER CHOICES	RESPONSES	
Customer Service	9.38%	6
External Affairs	4.69%	3
Meters	9.38%	6
Billing	4.69%	3
Accounting	4.69%	3
Purchasing	4.69%	3
Business Systems/I.T.	3.13%	2
Human Resources	1.56%	1
Maintenance	10.94%	7
Production	10.94%	7
TOTAL		64

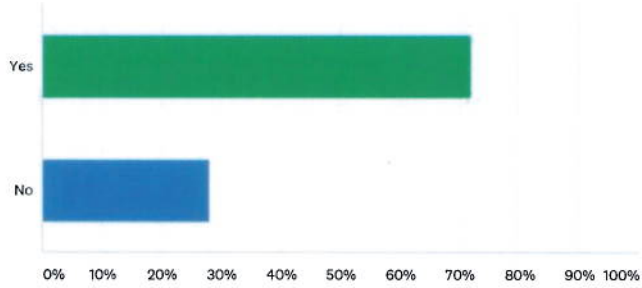
8/13/18

ANSWER CHOICES	RESPONSES	
Water Treatment	10.94%	7
▼ Water Quality	3.13%	2
▼ Engineering	14.06%	9
▼ Administration	6.25%	4
▼ Other (please specify)	Responses 1.56%	1
TOTAL		64

Q2

Are you interested in working a 4-10 work schedule?

Answered: 68 Skipped: 0



ANSWER CHOICES

RESPONSES

▼ Yes	72.06%	49
▼ No	27.94%	19
TOTAL		68

Q3

Please provide comments on why you chose yes or no.

Answered: 54 Skipped: 14

No, because I do not think that Maintenance Dept. could be as productive as they are now. Staff will take off a Thursday now since they want to extend their weekend since they have Friday off. This would be the same if they had Mondays off, taking Friday off to extend their weekend. I believe this might work if we had more field personnel to help cover work load.

8/8/2018 1:40 PM

[View respondent's answers](#)

Currently with the 9/80 schedule, staff works every other Friday. On this Friday I am able to get work done with less of the day to day distractions.

8/7/2018 8:15 AM

[View respondent's answers](#)

I am currently enrolled in classes and this would make arriving on time a problem.

8/7/2018 6:22 AM

[View respondent's answers](#)

More time off with family

8/6/2018 9:03 PM

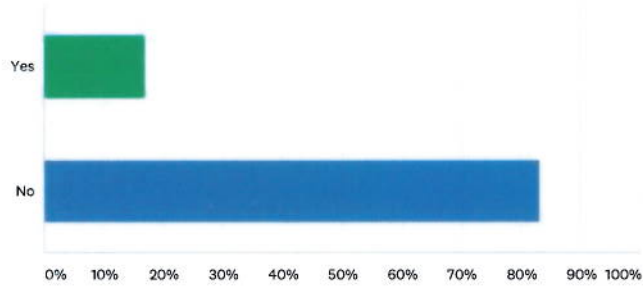
[View respondent's answers](#)

I like the idea of having a 4 day work week every week. However, only if it can be on a trial period & after a time we could vote again.

Q4

Are you a member of AWWA?

Answered: 65 Skipped: 3

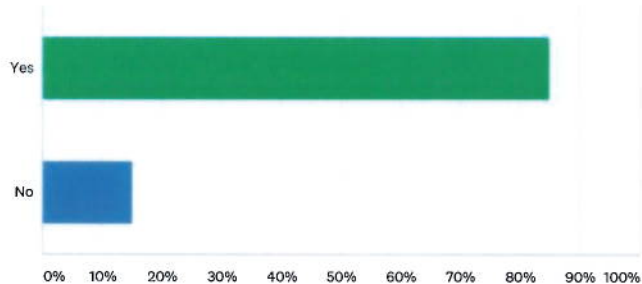


ANSWER CHOICES	RESPONSES	
▼ Yes	16.92%	11
▼ No	83.08%	54
TOTAL		65

Q5

If you are not a member of AWWA, are you interested in becoming a member?

Answered: 60 Skipped: 8



ANSWER CHOICES

RESPONSES

▼ Yes	85.00%	51
▼ No	15.00%	9
TOTAL		60



FOUR-TEN WORK SCHEDULE SURVEY RESULTS

DEPARTMENT	YES	COMMENTS	NO	COMMENTS
CUSTOMER SERVICE	6	Flexibility, longer weekends, allow more family time, save money on child care, focus on education	0	
EXTERNAL AFFAIRS	2	Comfortable with either schedule	1	
METERS	6	More family time, save vacation time, longer weekends, improve work-life balance, increase motivation	0	
BILLING	2	Longer weekends, should be tested during a trial period & evaluate employee response	1	Would only be interested with an earlier start time and not have to stay later
ACCOUNTING	1	More family time, would only want 4-10 with a 30 minute lunch	2	Eliminate work-life balance, would disturb workflow too much
PURCHASING	2	Previous job was 4-10 with a 30 minute lunch and was enjoyed by employees, would like to come in earlier with a 30 minute lunch	1	Too many work hours
BUSINESS SYSTEMS/I.T.	1	A minor adjustment to work an extra hour, but would be worth it for an extra day off to conduct personal business	1	
HUMAN RESOURCES	1	Improve morale, productivity & allow more family time	0	
		Usually have to work late repairing leaks, longer weekend allows the employee more recovery time, less exposure to accidents working 2 days less a month, complete more jobs with less overtime		Concerned about employees wanting to take additional time off to extend weekends even further. Could work with additional staffing to cover the work load.
MAINTENANCE	6	Longer weekends, more family time, more time to be productive, would only want 4-10 with an early start and 30 minute lunch	2	Wouldn't work for Production
PRODUCTION	5	More family time, longer weekends, more productivity during the day, boost employee morale	0	
WATER TREATMENT	7	Would help the District reduce overtime, improve employee satisfaction, work-life balance, improve recruitment process, more family time	0	
WATER QUALITY	2		0	
		Longer weekends, server can be accessed from home to work remotely, more availability to the customers, save on commuting time		Wouldn't work due to contractors hours Monday through Friday; USA tickets would fall behind; can get more work done on the Fridays worked with less interruptions
ENGINEERING	4	Would like every Friday off, prefer 4-10 over 9-80, have an extra day to for personal appointments	5	
ADMINISTRATION	4		0	
OTHER	0		4	Would be a problem for school schedule
Total:	49		18	

EXHIBIT B

4/10 SCHEDULE VOTING RESULTS

Results from vote on 8/27/18

DEPARTMENT	YES	NO	NO VOTE/QUESTIONS
PUBLIC AFFAIRS	0	1	2
ENGINEERING	2	6	
IT	2	0	1
ACCOUNTING	1	4	0
HR	2	0	0
PURCHASING	2	0	1
CUSTOMER SERVICE	5	0	3
METERS	5	1	0
BILLING	0	1	2
ADMINISTRATION	4	1	2
OPERATIONS	18	1	9
TOTALS	41	15	19

EXHIBIT C

9/7/2018

9 80 schedule	Mon	Tue	Wed	Thur	Fri
Purchasing					
Diana Gunn	x	x	x	x	
Al Robles	x	x	x	x	
Renee Murphy	x	x	x	x	x
Accounting					
Jose Velasquez	x	x	x	x	x
Tamara Washington	x	x	x	x	
Gina Bertoline	x	x	x	x	
Jorge Faurrieta	x	x	x	x	x
Livier Romero	x	x	x	x	x
Billing					
Bilga Lopez	x	x	x	x	x
Leta Ferguson	x	x	x	x	
Heidi Harper	x	x	x	x	x

10-Apr

IT					
Jon	x	x	x	x	
Albert		x	x	x	x
Nathan	x	x	x	x	
New staff		x	x	x	x

10-Apr

HR					
Deborah	x	x	x	x	
Yolanda	x	x	x	x	
New Staff		x	x	x	x

Engineering Department Schedule

Week of Sept.10, 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Office Staff	9/80 Schedule				
Linda Jadeski	x	x	x	x	x
Rosa Gutierrez	x	x	x	x	
Daniel Guerra	x	x	x	x	x
Telat Yalcin	x	x	x	x	
Field Staff	9/80 Schedule				
Roger Pound	x	x	x	x	x
Kurt Kazalunas	x	x	x	x	
Jeff Guilliam	x	x	x	x	x
Office Staff	Standard Schedule				
Angela Navarro	x	x	x	x	x

The Engineering Department is requesting to keep the current work hours as listed above for the Department, with the option to re-evaluate the 4/10 Schedule in the future.