



Agenda Date: 6/6/2018  
Agenda Placement: 7D

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors

**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration

**REPORT BY:** Cheryl P. Schuh, Human Resources Officer/Clerk of the Board - 258-6003

**SUBJECT:** Approve Side Letters No. 4 to MOU with Teamsters Local 315 and AMPNSD

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### **RECOMMENDATION**

Approve Attached Side Letters No. 4 regarding leave balance conversion from fiscal year to calendar year to the Memorandum of Understanding with Teamsters Local 315, Rank & File and Supervisors Units; and Association of Management Professionals of Napa Sanitation District.

### **EXECUTIVE SUMMARY**

Staff negotiated the successor Memorandum of Understanding with Teamsters Local 315 and AMPNSD to cover the period of July 1, 2014 through June 30, 2020. Included in the Memoranda of Understanding were provisions that allow employees to earn Personal Leave in the amount of 28 hours and a bank of bereavement leave of 40 hours per fiscal year. NapaSan has been notified by Napa County Payroll Department, who processes NapaSan's payroll for a fee, that they have converted leave banks to calendar year accruals in place of fiscal year accruals. In order to make processing of NapaSan's leave bank accruals in line with the County of Napa payroll department's procedures, we have negotiated with Teamsters Local 315 Rank & File and Supervisor's Units to make the conversation to calendar year accruals. Converting the leave banks to calendar year will save NapaSan from paying additional fees to Napa County for the processing of payroll.

NapaSan has negotiated with Teamsters Local 315 and AMPNSD the side letters that modify the agreements to convert leave banks to calendar year accrual in line with the County of Napa payroll process.

Staff requests and recommends that the Board of Directors approve the attached Side Letters No. 4 of to the Agreement between NapaSan and Teamsters Local 315 (Rank & File and Supervisors Units), and the Association of Management Professionals of Napa Sanitation District (AMPNSD).

**FISCAL IMPACT**

Is there a Fiscal Impact?            No

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

- A . Teamsters MOU - Side Letter #4 - Redline Version
- B . Teamsters MOU - Side Letter #4 - Clean Version
- C . AMPNSD - Side Letter #4

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker