



Regional Service Through Unity... Meeting our Region's Needs Today and Tomorrow



PERSONNEL COMMITTEE

May 11, 2022

3:00 P.M.



AGENDA

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENTS**
- III. **OPENING REMARKS**
 - A. Chairman/Executive Director/Committee Champion Status Report concerning legislation and regulatory matters, budgets, current projects, and ongoing programs of the District
- IV. **ACTION ITEMS**
 - A. Consider approval of Personnel Committee meeting minutes – January 12, 2022
- V. **DISCUSSION ITEMS**
 - A. Discuss Fiscal Year 2023 Personnel Requests
 - B. Discuss Personnel Rule Updates
 - C. Opportunity for Committee members to provide feedback on the Personnel Committee meeting or request potential future agenda items
- VI. **ADJOURNMENT**



AGENDA

IV. ACTION ITEMS

- A. Consider approval of Personnel meeting minutes –
January 12, 2022

**Recommend Approval of Personnel Committee
meeting minutes – January 12, 2022**



AGENDA

Jeanne Chipperfield
NTMWD Deputy Director

V. DISCUSSION ITEMS

A. Discuss Fiscal Year 2023 Personnel Requests



INTRODUCTION

Annual Review of New Positions Recommended for FY23 Budget

Approach and Process

- **Department Managers submitted new position requests and anticipated staffing levels for next 5 years**
- **Executive team reviewed and prioritized personnel requests**
- **Recommend adding 45 new positions (about 50% of requests)**
- **Majority of new positions recommended due to growth**



PERSONNEL REQUESTS

Drivers

- **Growth (G) – New and Expanded Facilities to meet the growing population**
- **New Programs and Expanded Level of Service (N) – Increase in services, including addressing Strategic Plan Initiatives**
- **Deficiencies (D) - Necessary to correct or improve current skills and/or staffing gap**
- **Budget Neutral (B) – Positions that achieve budget savings by bringing in-house rather than outsource; or are offset by an overtime reduction**



BUDGET NEUTRAL REQUESTS

Position Title	Salaries w/ Benefits	Offsetting Savings
Communications – Public Education Specialist	\$77K	Use of 7% CPI increase to water conservation budget – Sierra Club agreement
Engineering – Construction Inspector I, II	\$80-87K each (2 positions)	Reductions in outsourced inspections
Solid Waste – Transport Driver	\$73K	Reductions in overtime
Solid Waste – Heavy Equipment Technician	\$85K	Reductions in heavy equipment contract
Water – Water Plant Operator II	\$73K	Reductions in residuals contract
Water – Water Treatment Residuals Coordinator	\$94K	Reductions in residuals contract
TOTAL	\$569K	



FY23 PERSONNEL REQUESTS – POSITION COUNT

DRIVER	RWS	WW	RSWS	SHARED	TOTAL
Growth (G)	7	16	0	3	26
Deficiency (D)	0	1	0	6	7
New Programs (N)	0	0	1	4	5
Budget Neutral (B)	2	0	2	3	7
TOTAL	9	17	3	16	45

Original requested count was 84



FY23 PERSONNEL REQUESTS – FY23 BUDGET (\$K)

DRIVER	RWS	WW	RSWS	SHARED	TOTAL
Growth	\$534	\$1,181	\$0	\$263	\$1,979
Deficiency	0	75	0	615	689
New Programs	0	0	76	519	595
Budget Neutral	167	0	158	244	569
TOTAL	\$701	\$1,256	\$234	\$1,641	\$3,832

0.57% of FY23 estimated District Budget
3.4% of FY23 estimated Personnel Budget



REGIONAL WATER SYSTEM

	Department	Position	Position s	Driver	FY23 Budget (\$K)
1	Plant Operations	Water Resources Operations Manager *	1	G ⁽²⁾	\$76
2	Bois d’Arc Lake	Bois d’Arc Lake Crew Leader	1	G ⁽²⁾	84
3	Bois d’Arc Lake	Bois d’Arc Lake Operator II	1	G ⁽²⁾	74
4	Bois d’Arc Lake	Bois d’Arc Lake Permitting Technician	1	G ⁽²⁾	76
5	Transmission Systems	Transmission System Operator II	3	G ⁽²⁾	224
6	Plant Operations	Water Plant Operator II	1	B ⁽¹⁾	73
7	Plant Operations	Water Treatment Residuals Coordinator	1	B ⁽¹⁾	94
		TOTAL	9		\$701

(1) Reduce outside contracting associated with residuals contract

(2) Driven by new facilities: Bois d’Arc Lake (BDL), Leonard WTP, Transmission System, New Water Quality Infrastructure

* Funding begins 4/1/23

G – Growth
B – Budget Neutral



WASTEWATER SYSTEMS

	Department	Position	Positions	Driver	FY23 Budget (\$K)
1	Sister Grove RWRRF	Chief Wastewater Plant Operator	1	G ⁽¹⁾	\$92
2	Sister Grove RWRRF	Information Systems Assistant **	1	G ⁽¹⁾	40
3	Sister Grove RWRRF	Lead Wastewater Plant Operator	3	G ⁽¹⁾	264
4	Sister Grove RWRRF	Wastewater Mechanic **	1	G ⁽¹⁾	46
5	Sister Grove RWRRF	Wastewater Plant Operator II *	4	G ⁽¹⁾	233
6	Sister Grove RWRRF	Wastewater Plant Operator III	6	G ⁽¹⁾	506
7	Muddy Creek WWTP	Wastewater Plant Operator II	1	D ⁽²⁾	75
		TOTAL	17		\$1,256

(1) Driven by new facilities: Sister Grove

(2) Workload balancing: Staffing reduced by 1 during FY20, which created additional workload / overtime

* Funding begins 1/1/23
 ** Funding begins 4/1/23

G – Growth D – Deficiency



REGIONAL SOLID WASTE SYSTEM

	Department	Position	Position s	Driver	FY23 Budget (\$K)
1	Custer Transfer Station	Transport Driver	1	B ⁽¹⁾	\$73
2	Fleet Maintenance Shop	Heavy Equipment Technician	1	B ⁽²⁾	85
3	Fleet Maintenance Shop	Fleet Administrator	1	N ⁽³⁾	76
		TOTAL	3		\$234

- (1) Additional Transport Driver need driven by growth – to reduce overtime**
- (2) Reduces equipment maintenance contracts**
- (3) New position to cover northern region, pool vehicle program**

B – Budget Neutral
N – New Programs



SHARED SERVICES

	Position	Positions	Driver	FY23 Budget (\$K)
Technical Services				
1	Electrician	1	G ⁽¹⁾	\$85
2	Electrician II	1	G ⁽¹⁾	88
Information Technology				
3	Cybersecurity Analyst	1	D ⁽²⁾	108
4	Information Technology Technician	2	D ⁽³⁾	146
Laboratory				
5	Chemist/Biologist	1	N ⁽⁴⁾	94

- (1) Growth due to new facilities: Positions will be housed at Leonard WTP**
- (2) Additional IT support for Cybersecurity Administrator**
- (3) Bringing ratio of tech support staff closer to industry standard**
- (4) BDL and Leonard WTP coming online in late 2022**

G – Growth
D – Deficiency
N – New Programs



SHARED SERVICES

	Position	Positions	Driver	FY23 Budget (\$K)
General/Communications				
1	General Counsel	1	N ⁽¹⁾	\$259
2	Public Education Specialist *	1	B ⁽²⁾	77
Accounting				
3	Senior Accountant	1	G ⁽³⁾	90
Engineering & CIP				
4	Construction Inspector I	1	B ⁽⁴⁾	80
5	Construction Inspector II	1	B ⁽⁴⁾	87
6	Senior Construction Inspector	1	D ⁽⁴⁾	91
7	Professional Engineer	2	D ⁽⁴⁾	270
8	Engineering Technician	1	N ⁽⁴⁾	90
9	North Water System Program Manager **	1	N ⁽⁴⁾	76
	TOTAL	16		\$1,641

- (1) Manage legal responsibilities and coordinate outside legal counsel**
- (2) Included in CPI increase for Sierra Club Agreement**
- (3) Growth in Accounting related to BDL permitting/fees/fines**
- (4) Growth in number of construction projects**

<p>N – New Programs B – Budget Neutral G – Growth D – Deficiency</p>

* Funding begins 1/1/23

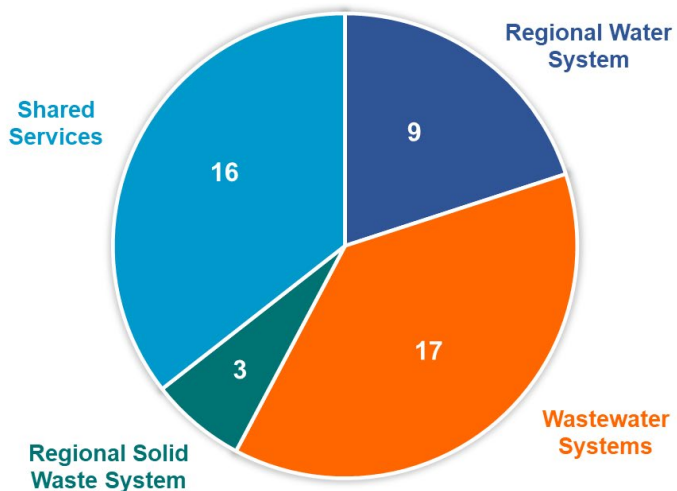
** Funding begins 4/1/23



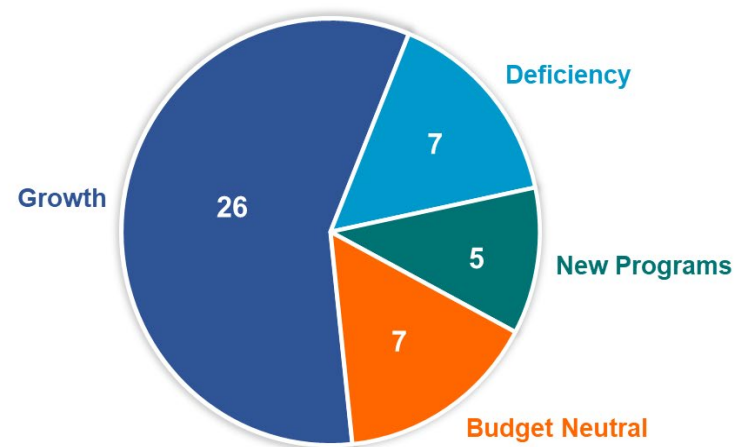
SYSTEM AND DRIVER TOTALS

System	Positions	Driver	Positions
Regional Water System	9	Growth – New & Expanded Facilities	26
Wastewater Systems	17	Deficiency	7
Regional Solid Waste System	3	New Programs and Expanded Level of Service	5
Shared Services	16	Budget Neutral	7
TOTAL	45	TOTAL	45

SYSTEM TOTALS



DRIVER TOTALS

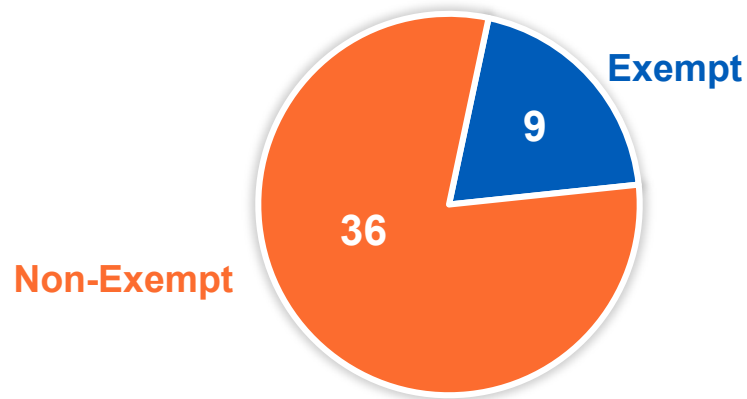




EXEMPT VS NON-EXEMPT

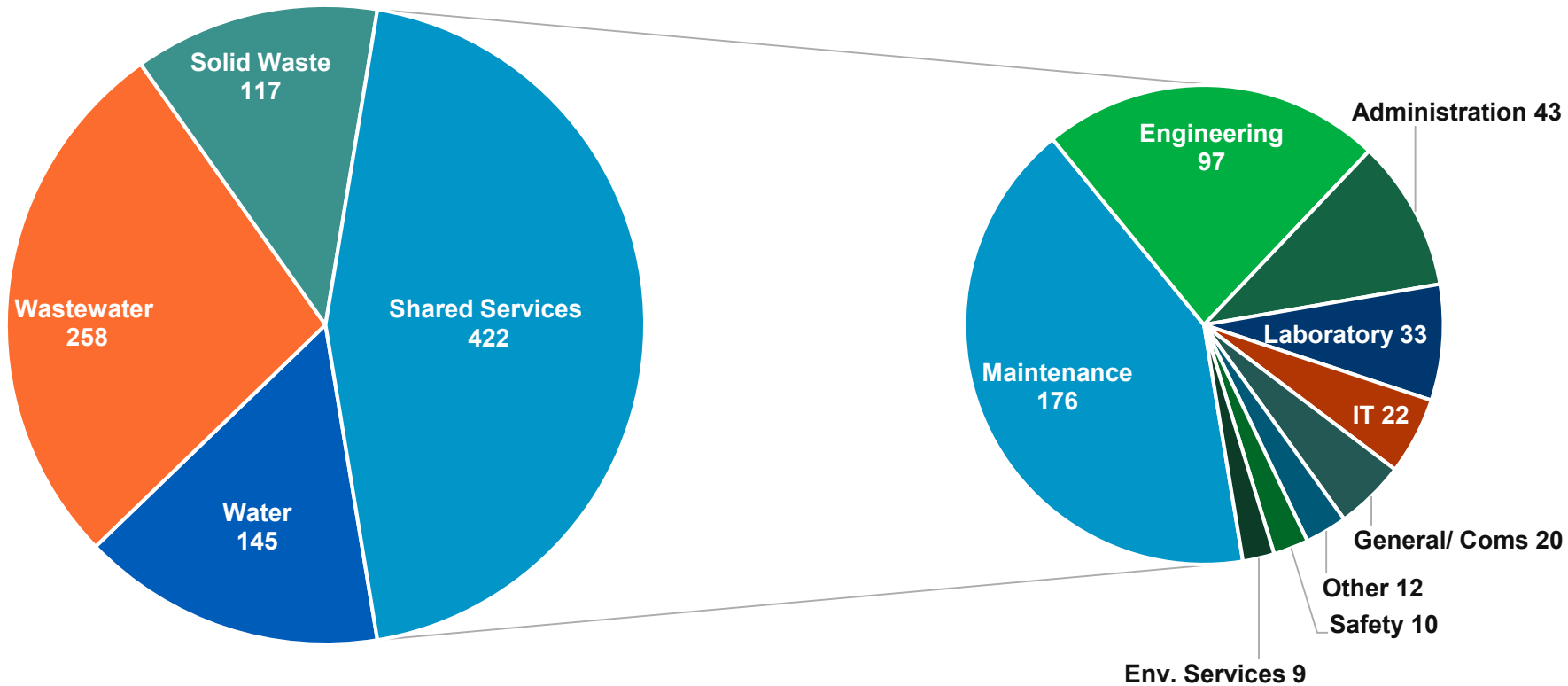
	Positions
Exempt / Salary	9
Non-Exempt / Hourly	36
TOTAL	45

EXEMPT VS NON-EXEMPT





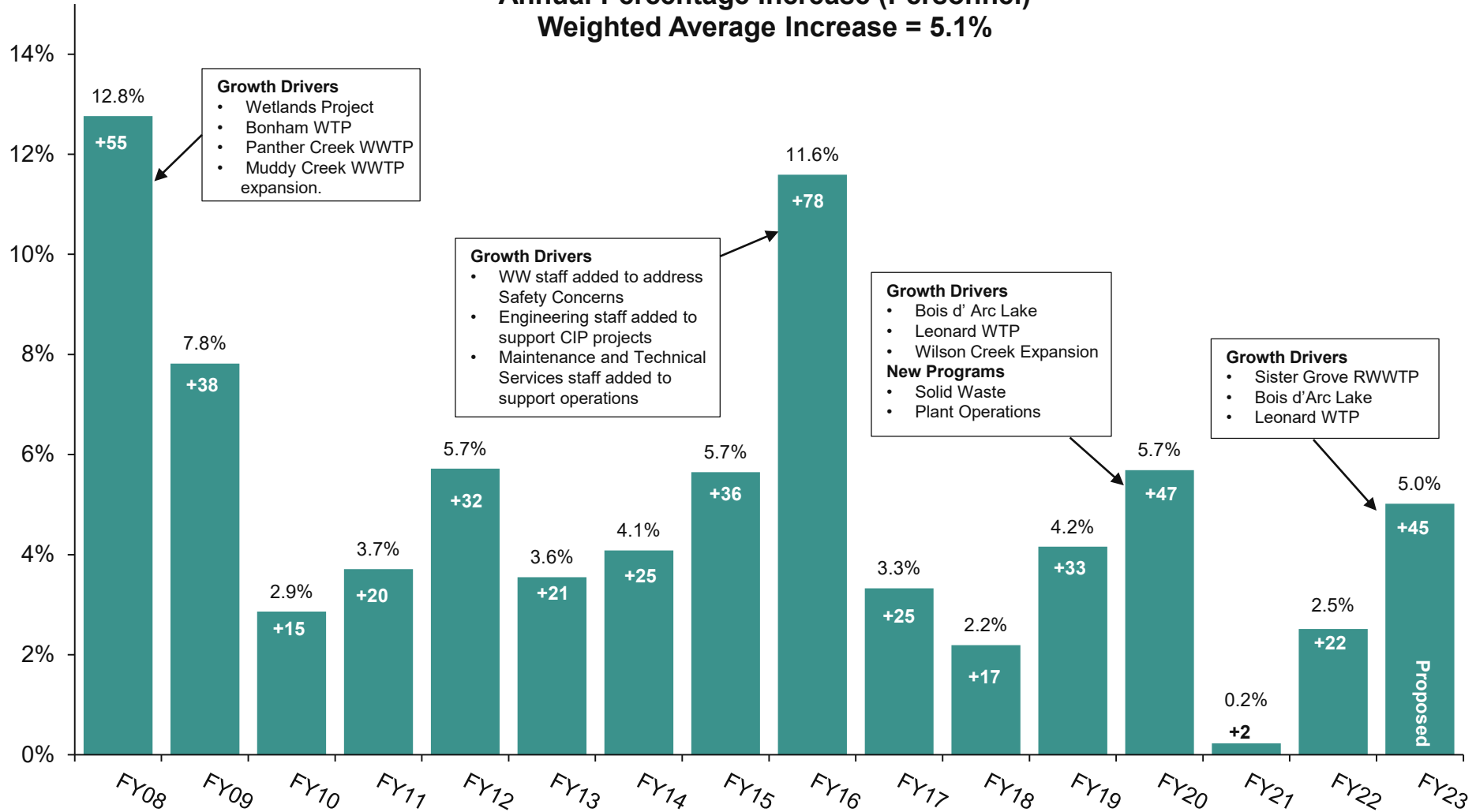
PROPOSED POSITION TOTAL (942)





FY23 PERSONNEL REQUESTS - PRELIMINARY

Annual Percentage Increase (Personnel) Weighted Average Increase = 5.1%





NEXT STEPS

- 6/8 Finance Committee Reviews FY23 Budget Proposal**
- 7/21 Board Budget Work Session**
- 8/18 Board Budget Work Session (if necessary)**
- 9/22 Budget to Board for Action**



AGENDA

Jeanne Chipperfield
NTMWD Deputy Director

V. DISCUSSION ITEMS

B. Discuss Personnel Rule Updates



PERSONNEL POLICY UPDATES

Recommend updates/changes/corrections

- **Minor changes and corrections**
- **Changes related to Bois d’Arc Lake opening**
- **Substantial changes – seeking Committee’s direction and feedback**



MINOR CHANGES AND CORRECTIONS

Section 1.4 – Employment of Relatives

- Clarify relatives, including those in “marriage-like” relationships, cannot work for the same supervisor or report to a relative

Section 1.7 – Promotions and Transfers

- Clarify a current employee can be moved into another position during a re-org without the new position being posted

Section 1.9 – Personnel Files

- Clarify signed form for withholding personal info must be on-file before Public Information Act request is received

Section 2.5 – Drug and Alcohol-Free Workplace Policy

- Clarify employee drug/alcohol testing may be required in the event of non-vehicular accidents at management’s discretion



MINOR CHANGES AND CORRECTIONS

Section 4.1 – Work Week and Office Hours

- Clarify that workday for FMLA usage means the employee's normally scheduled hours

Section 5.5 – Holidays

- Clarify no holiday pay if employee has unauthorized absence day before/after holiday or on unpaid leave for entire calendar week

Section 5.7 – Personal Days

- Allow personal day leave to be taken in hourly increments
- Update one personal day granted to new employee hired July 1 – Sept 30
- No personal days granted to new employee hired after October 1



MINOR CHANGES AND CORRECTIONS

6.3 – Employee of the Year

- Allow written nominations to be submitted to the HR Manager. Nominations may be sent via email or suggestion boxes located at District facilities

Other Minor Changes

- Add Team of the Year Award criteria
- Update department names and position titles, correct typos, as needed



CHANGES RELATED TO BOIS D'ARC LAKE OPENING

Sections 2.1 Work Rules and 2.5 Drug and Alcohol-Free Workplace

- Allow staff to consume alcohol on BDL while not working or otherwise representing NTMWD such as on a private dock while on vacation

Section 2.2 Ethics, Gifts and Conflicts of Interest

- Clarify that staff may use NTMWD property that is open to the general public in the same manner as the general public
- Prohibit granting special or preferential access to those public areas for unauthorized uses

Section 2.11 Workplace Violence and Weapons

- Allow staff to carry firearms while not working or otherwise representing NTMWD in areas where the general public are also permitted to do so such as public hunting areas on BDL).



POLICY CHANGE DISCUSSION TOPICS

Section 1.8 – Resignation

- NTWMD will pay out accrued vacation time to employees who are involuntarily terminated or to employees who do not leave in good standing due to not submitting 2 weeks notice
- Aligns with HR best practices

Section 2.3 – Workplace Harassment, Including Sexual Harassment

- Update with changes approved by Texas legislature
- “Promptly” replaces “immediately” when referring to corrective action
- New law also allows liability against individual supervisors or managers who fail to report sexual harassment or cooperate in imposing immediate and appropriate corrective action



POLICY CHANGE DISCUSSION TOPICS

Section 5.4 Occupational Injury Leave (Worker's Compensation)

- Adjust the number of weeks of supplemental pay from 13 to 12 to align with Family and Medical Leave Act timeframe
- Avoid “overcharging” employee’s sick time bank by reducing employee’s sick leave hours bank for the equivalent of the dollar value of the supplemental pay after the 12-week period ends instead of charging employee for 40 hours of sick time

Section 5.12 Family and Medical Leave Act (FMLA)

- Clarify employees must use all accrued paid leave (sick/compensatory/vacation) while on FMLA unless being paid through short-term disability insurance or worker’s compensation.
- Align with Department of Labor’s FMLA requirements



POLICY CHANGE DISCUSSION TOPICS

Section 6.1 Insurance - Eligibility with Permanent Disability

- Update policy from NTMWD paying full premium to employer portion of health insurance premium for an employee who suffers a non-work-related permanent disability for up to 10 months before switching to COBRA
- Align with HR best practices



NEXT STEPS

Receive Committee feedback on proposed changes

Draft amendments based on feedback

July - Personnel Committee meeting to review compensation study results and potential policy amendments to enhance overall value of District's compensation package

August - Brief Policy Committee

August/September - Board approval of personnel policy amendments



AGENDA

V. DISCUSSION ITEMS

- C. Opportunity for Committee members to provide feedback on the Personnel Committee meeting or request potential future agenda items

VI. ADJOURNMENT