

## **Ronald Wastewater District Assumption Transition Draft Personnel Issues Work Plan**

### **Employee Retention Statement**

As per Section 3.7.3 of the Interlocal Operating Agreement (IOA), “the City agrees that it shall not lay off a transferred District employee for at least one year following the date of the transfer to City employment, however, the City reserves the right to terminate District transferred employees for cause.”

### **Work Plan Tasks:**

- Draft a statement of intent from the CEO regarding retention of RWD employees beyond the one year no-layoff agreement
- Communicate the statement of intent with RWD employees and City of Shoreline employees as per the RWD Assumption Communication Plan

### **Timeline:**

- Completed by the end of September 2014, with ongoing communication through assumption

### **Job Classification/Compensation Review**

As per Section 3.7.1 of the IOA, “All full-time regular non-probationary employees of the District at the time of assumption shall be offered the same or equivalent positions in the City’s job classification system, which are consistent with the knowledge, skills, abilities, experience, and technical requirements of the District’s employees.”

As well, Section 3.7.2 of the IOA states that, “the City agrees not to reduce the salary of a District transferred employee; however, the City reserves the right to freeze a District transferred employee’s rate of compensation within a job classification until the City’s rate of compensation is equal to or exceeds the transferred employee’s rate of compensation.”

### **Work Plan Tasks:**

- Obtain and review current job descriptions and pay scales for RWD employees
- Perform preliminary market survey of these job classifications by City Human Resource staff
- Perform a full market survey of these job classifications as part of the City’s planned 2015 compensation and classification survey, which will be conducted by a third party vendor hired by the City
- Determine a range placement within the City of Shoreline’s salary table for these job classifications based on the market survey
- Identify the impact of the job placement on each employee and determine the appropriate step placement within City of Shoreline salary ranges
- Determine the next step increase date based on the initial step placement and market impact

### **Timeline:**

- Given that RWD job classifications are recommended to be included in the citywide classification and compensation study that will be conducted in the first and second quarter of 2015, timeline will extend until through June of 2015

### **Benefits/Employee Handbook Reconciliation**

Sections 3.7.5 through 3.7.11 address employee benefits.

#### **Work Plan Tasks:**

- Identify the differences in the benefits package and the employee handbook/policies for RWD employees and City employees
- Identify the differences in the benefit insurance plans for RWD employees and City employees
- Share these differences with RWD employees
- Work with RWD HR staff to cash out all accrued sick leave owed to transferred District employees as per Section 3.7.10 of the IOA; review with CEO as to whether it makes sense to amend the IOA to change this section to provide RWD employees an option to carry over some sick leave or cash all of it out
- Work with RWD HR staff to cash out vacation accrual over the accrual limit allowed by the City of Shoreline vacation policy for each transferred District employee as per Section 3.7.11 of the IOA.

#### **Timeline:**

- Identification tasks will be completed by the end of December 2014
- Employee communication regarding benefits will be conducted through the Personalized Employee Transition Process (see below)

### **Sewer Utility Organizational Chart**

#### **Work Plan Tasks:**

- Review the current RWD organizational chart
- Identify how the sewer utility will be organized and how it will fit into the City's organization charts

#### **Timeline:**

- Completed by the end of December 2014

### **Personalized Employee Transition Process**

#### **Work Plan Tasks:**

- Gather all of the personnel-related content (job classification/compensation, benefits, RWD sick/vacation buy out, organizational chart structure, new work location, City employment policies, etc.) for each RWD transferred employee
- Create a Personalized Employee Transition packet for each RWD transferred employee with the content applicable to them
- Conduct a personalized employee transition meeting with each RWD transferred employee to go over their information packet
- Provide ongoing communication and support to RWD employees leading up to assumption

Timeline:

- Likely six months to one year prior to assumption

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