

CENTRAL VALLEY HEALTH DISTRICT
BOARD OF HEALTH MEMO
May 15, 2023

RE: Committee Recommendations

FROM: Finance Committee

BOARD FOCUS: Action

The purpose of this board memo is to provide a summary of the suggestions for staff benefit and salary changes to the board of health.

Discussion

The committee of Heidi Larson, Rob Lech, Jerry Bergquist, and Riley Akervik met from 9 AM to 11 AM on Wednesday, May 10 to discuss the requests from staff regarding salary and benefits. The following were topics of discussion:

- A current layout of the pay structure, merit scale, benefits, and other relevant historical information at CVHD
- Creating a maternity leave policy
- Time off for Veteran’s Day and Juneteenth holidays
- Adding an additional personal day to the existing (1) personal day provided to staff annually
- Increasing the employer pension contribution to 100% from the existing 80%
- Creating a method to donate sick leave to other staff
- Adding an emergency leave policy that would allow the Executive Director to designate hours if certain leave were an emergency for staff
- Increasing the vacation carryover allowance from 10 days annually to a higher number
- Moving to a 4-day work week
- Providing up to \$400 worth of reimbursement to staff for dental and vision insurance expenses
- Providing staff with a tuition reimbursement program

Recommendation

The committee has provided the following recommendations and responses to the staff requests and asks the board to consider adopting these changes.

- Creating a maternity leave policy
 - CVHD has implemented a policy for parental leave as of March 2023, no further action required
- Time off for Veteran’s Day and Juneteenth holidays
 - We recommend the creation of a floating holiday schedule, which is to be reviewed annually. Staff will vote on which days they prefer to have time off for from a list of holidays as determined by the Executive Director. The Executive

- Director will have final approval of which holidays are granted for time off and may designate additional days for CVHD to close
- Policy will need to be developed following approval
 - Adding an additional personal day to the existing (1) personal day provided to staff annually
 - Due to the current format of how personal days are used, we recommend a change to accrual schedule for vacation time that would increase the total days earned by one. We also recommend a change of language in policy to remove “Personal Days.” The current model and proposed model are attached – **Appendix I**
 - Increasing the employer pension contribution to 100% from the existing contribution of 80%
 - CVHD currently contributes 12.26% of the employee’s wage to the pension. At this time, we do not recommend a change due to the budget implications this may have, and for the personal benefit of CVHD staff as this change may cause implications as well for Social Security benefits
 - Creating a method to donate sick leave to other staff
 - We recommend the creation of a sick leave bank in which employees have the choice to participate. This should assist in the avoidance of any inequities regarding sick leave donations.
 - Policy will need to be developed following approval
 - Adding an emergency leave policy that would allow the Executive Director to designate hours if certain leave were an emergency for staff
 - We do not recommend the addition of an emergency leave policy due to the amount of conflict and inequities this could cause
 - Increasing the vacation carryover allowance from 10 days annually to a higher number
 - We recommend increasing the vacation carryover allowance from 10 days (80 hours) per year to 15 days (120 hours)
 - Moving to a 4-day work week
 - Due to the implications that we foresee with scheduling, productivity, and revenue, we do not recommend a 4-day work week
 - Providing up to \$400 worth of reimbursement to staff for dental and vision insurance expenses
 - Considering the high cost of health insurance coverage paid by CVHD, we do not recommend providing this reimbursement
 - Providing staff with a tuition reimbursement program
 - Staff are provided loan forgiveness through the Public Student Loan Forgiveness Program, no further action required

Conclusion

The committee submits these recommendations after thorough review and consideration of the requests made by the employees of CVHD. The committee will look to complete a Pay Equity analysis to determine if any changes to the salary schedule need to be made. The committee will also discuss further avenues that may affect the merit, cost-of-living, and longevity structures.

Submitted by **Riley Akervik, Finance Director**

Appendix I
Vacation Accruals

Currently, CVHD staff accrue vacation hours using the model below:

Years of Service	Hours Accrued Monthly
0-5	6.67 (10 days annually)
6-10	10.00 (15 days annually)
11-24	13.33 (20 days annually)
25+	16.67 (25 days annually)

The proposed model described in the recommendations would use the following model:

Years of Service	Hours Accrued Monthly
0-5	7.33 (11 days annually)
6-10	10.67 (16 days annually)
11-24	14.00 (21 days annually)
25+	17.33 (26 days annually)