

# Livermore Area Recreation and Park District

## Staff Report

---

---

TO: Chair Palajac and Board of Directors

FROM: Mat Fuzie, General Manager

PREPARED BY: Jeffrey Schneider, Administrative Services Manager  
Megan Shannon, Human Resources Officer

DATE: December 9, 2020

SUBJECT: District Notice 0007 - Elimination of Administrative Leave for Exempt Employees

COMMISSION: Personnel Commission recommended approval, with edits (December 1, 2020)

COMMITTEE: Personnel Committee recommended approval, with edits (December 2, 2020)

---

---

**Recommendation:** That the Board of Directors approve District Notice 0007 - Elimination of Administrative Leave for Exempt Employees.

**Purpose:** To clarify and simplify how the District's exempt employees, who are not eligible for Compensatory Time off or Overtime Pay, are able to experience a healthy and effective work-life balance. This District Notice (DN) replaces our current Administrative Leave Policy (HR-14-2455) with a more flexible system in which the Management Team can directly manage the effectiveness of their exempt staff in achieving goals and objectives while supporting their ability to achieve a healthy work-life balance. The District classifies all supervisory and managerial staff as exempt, which currently amounts to eleven (11) employees.

**Effect of this DN:** With the approval and adoption of this DN as of January 1, 2021, the District will forego the existence of a formal Administrative Leave hours bank system of any sort. The last bank of Administrative Leave hours will be exhausted as of December 31, 2020. In its place, the General Manager will implement a more progressive and flexible leave program which provides the autonomy exempt employees require to balance the responsibilities of both their work and home lives, thereby maximizing their effectiveness, work-life balance, and ultimately their value to the District. Exempt employees will be eligible to take leave to address personal responsibilities that cannot be accomplished outside of normal work hours and/or to reinvigorate themselves after completing a particularly challenging set of work deliverables. Prior approval from an exempt employee's Manager will be required, and the District encourages Managers to initiate discussions about such time off as well. Again, the underlying assumption is that Managers and their exempt employees are in agreement that established goals are being met in terms of timing and content.

**District Notice 0007**  
**Elimination of Administrative Leave for Exempt Employees**

This District Notice (DN) supersedes District Policy Number HR-14-2455: Administrative Leave Policy.

**Purpose:** To clarify and simplify how the District's exempt employees, who are not eligible for Compensatory Time off or Overtime Pay, are able to experience a healthy and effective work-life balance. This DN replaces our current Administrative Leave Policy (HR-14-2455) with a more flexible system in which the Management Team can directly manage the effectiveness of their exempt staff in achieving goals and objectives while supporting their ability to achieve a healthy work-life balance.

**Effective:** January 1, 2021

**Background:** Under the Fair Labor Standards Act (FLSA), exempt employees who work more than forty (40) hours per week are not eligible to receive Compensatory Time Off or Overtime Pay. In recognition of this, the District's exempt employees have historically received forty (40) hours of Administrative Leave on both January 1 and July 1, for a total of eighty (80) hours per year. If the leave time was unused during any six (6) month period, it was forfeited (i.e. if the hours granted on January 1 were not used prior to July 1). In the past, many employees have been unable to take extended time off due to busy schedules, and thus oftentimes have lost out on their Administrative Leave hours.

As stated in the existing Policy, Administrative leave is intended to be used for *time off purposes* in general. In practice, Administrative Leave hours have primarily been used for vacation purposes. As well, because of the fact that hours not used within the six month period in which they were available would be lost, employees have tended to use those balances prior to vacation, which has resulted in many employees reaching their maximum vacation accrual balances, a real financial issue when one of these employees leaves the District and is paid for those balances. (Note: effective 08/12/20, DN0005 - Reduction in Force, discontinued the prior practice of paying out any Administrative Leave balances upon separation).

An exempt employee primarily performs duties that are related to the management and/or professional operations of the District, and receives a salary for the work they perform rather than an hourly rate (i.e. they are paid for the work they do rather than the number of hours they take to complete the task). Job descriptions for these positions are written in a fashion that typically require at least forty (40) hours of work per week to complete and on occasion the duties, responsibilities and activities require additional hours beyond the forty (40). As well, the District's exempt roles are relatively complex and deadline driven, which can result in long, and occasionally stressful work hours.

**Effect of this DN:** With the approval and adoption of this DN, the District will forego the existence of a formal Administrative Leave hours bank system of any sort. The last bank of Administrative Leave hours will be exhausted as of December 31, 2020. In its place, the General Manager will implement a more progressive and flexible leave program which provides the autonomy exempt employees require to balance the responsibilities of both their work and home lives, thereby maximizing their effectiveness, work-life balance, and ultimately their value to the District. Exempt employees will be eligible to take leave to address personal responsibilities that cannot be accomplished outside of normal work hours and/or to reinvigorate themselves after completing a particularly challenging set of work deliverables. Prior approval from an exempt employee's Manager will be required, and the District encourages Managers to initiate discussions about such time off as well. Again, the underlying assumption is that Managers and their exempt employees are in agreement that established goals are being met in terms of timing and content.