

VENTURA REGIONAL SANITATION DISTRICT

1001 PARTRIDGE DRIVE, SUITE 150 • VENTURA, CA 93003-0704



March 31, 2011

Board of Directors
Ventura Regional Sanitation District
Ventura, California

EXTENSION OF EXTRA HELP EMPLOYMENT LIMITATION

Summary

The District utilizes extra help employees on a temporary basis to cover seasonal peak workloads, emergency extra workloads of limited duration, necessary vacation relief, and to handle a specific assignment requiring specialized skills and other situations involving a fluctuating staff.

The Water/Wastewater Division has been faced with staffing shortages due to several personnel matters including ongoing workers compensation claims. The Division has utilized extra help employees to meet their staffing needs. Extra help employees can work up to 1,040 hours per fiscal year with General Manager approval.

Staff requests the Board approve extending the extra help employment limitation, for a specific individual, for the remainder of this fiscal year.

Staff Report/Background

In accordance with the Personnel & Salary Ordinance (P&S), the District can utilize extra help employees on a temporary basis (less than year-round) to cover seasonal peak workloads, emergency extra workloads of limited duration, necessary vacation relief, and to handle a specific assignment requiring specialized skills and other situations involving a fluctuating staff. Extra help employees serve at the will of the District and are not entitled to any benefits including leave accruals, merit increases, insurances, and retirement plans.

To address staffing shortages, the Water/Wastewater Division employed Gabriel Hernandez in an extra help capacity to address the Division's electrical maintenance and repair needs. Extra help employees are allowed to work up to 1,040 hours per fiscal year with the General Manager's approval. Mr. Hernandez has reached the maximum number of working hours allowed under the P&S. To continue to utilize his expertise in an extra help capacity will require Board approval. The P&S provides the following administrative direction:

Item 6-1

Section 304 – Extra Help Employment Limitations

“No person shall be employed as an extra help employee or in an extra help position for any purpose for more than 520 hours in any one fiscal year. The General Manager, or his designee, shall have the authority to extend the extra help employment limitation as provided hereinabove up to an additional 520 hours in any one fiscal year. The Board of Directors may grant special authorization to further extend extra help employment periods upon receiving written justification therefore from the General Manager.”

Staff requests your authorization to extend the extra help employment limitation of Mr. Hernandez for the remainder of this fiscal year. Should the District's electrical maintenance and repair workload diminish, the extra help employment will end.

Significant time has been invested in training this individual on District processes and procedures. If the extra help employment limitation is not extended, additional electrical maintenance and repair expertise will be needed to meet customer needs and budget expectations.

If you have any questions or would like additional information, please call me at 658-4644 or e-mail me at MarkLawler@vrsd.com.

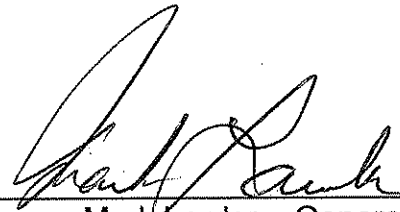
Fiscal Impact

There is no additional cost to the District to employ this extra-help employee as he is occupying a revenue generating position and is billable to our customers.

Recommendation

It is recommended the Board approve extending the extra help employment limitation for Gabriel Hernandez for the remainder of this fiscal year, up to a maximum of 2,080 hours.

APPROVED FOR APRIL 7, 2011 AGENDA



Mark Lawler – General Manager