

## INTER OFFICE MEMO

**To:** Board of Directors

**Date:** 12/7/2022

**From:** Lisa Rettig, Director of Human Resources

**Reviewed by:** *Ref*

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**SUBJECT:** Reimbursement for Administrative Employees (Grade 9 and below)

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### **Background:**

At the November Board meeting, the County Connection Board of Directors approved extending the Memorandum of Understanding (MOU) with the Teamsters Union Local 856 and the International Association of Machinists and Aerospace Workers (IAM) District Lodge No. 190 which included a lump sum payment of two-thousand five-hundred dollars (\$2,500) per employee represented by the two unions. This is as a reimbursement for reasonable living, employment and commute related expenses incurred by the employees over the prior two and one half (2.5) years as a result of the COVID-19 pandemic. The reimbursement is not for lost wages, COVID-19 related paid sick leave or other COVID-19 related expenses that were the subject of state or federal COVID-19 pandemic relief legislation. As such, this lump sum payment is a is not subject to state and federal withholdings or payroll deductions.

Given the positive feedback received about the reimbursement to the members of the Teamsters and IAM, extending the same acknowledgement to Administrative employees (Grade 9 and below) not represented by any union is being proposed. Additionally, Grade 9 and below Administrative employees are not eligible for the Merit Pool that is requested by the General Manager at the end of each fiscal year. Administrative staff that benefit include positions that were critical during the COVID-19 pandemic such as custodians and customer service representatives.

### **Financial Implications:**

There are 24 Grade 9 and below Administrative employees who are eligible for this one-time reimbursement. The total cost is \$60,000 which is accounted for in the approved budget.

### **Recommendation:**

The A&F Committee and staff recommend approval of a one-time reimbursement for living, employment and commute related expenses incurred during the COVID-19 pandemic, of \$2,500 per non-represented Administrative employees – Grade 9 and below.

### **Action Requested:**

The A&F Committee and staff request Board approval to distribute \$2,500 to non-represented administrative employees (Grade 9 and below).