

MEMO

**Discussion/Action
Item #: 18**



Meeting Date: October 21, 2022

To: Board of Directors
From: Helen Rodriguez, Director of Finance and Administration
Approved by: General Manager, Felipe Melchor

Subject: Request Approval of Shipment Assist Stipend

Recommendation

That the Board approve the implementation of the Shipment Assist Stipends of 2.5% and 5.0% as outlined in the Letter of Understanding between ReGen Monterey and Operating Engineers, Local No. 3, Laborers & Salesclerk Unit For the Implementation of the Shipment Assist Stipend - Attachment A.

Background and Discussion

After several years of operating the Material Recovery Facility (MRF) 2.0 successfully, MRF Management and Human Resources recently reviewed several MRF processes and identified a couple tasks currently being performed by Sorters I-II that appear to be outside the scope of work of the Sorter role. These tasks support the shipment process of recyclable material as described here:

Task 1: Once a truck is loaded with recyclable material at the MRF docks, the load must be weighed before leaving the District site. To do this, the full truck drives up to the scale and a MRF employee (Sorter) meets them at the scale to check and record its weight and takes a picture showing the loaded truck before leaving our site. This information becomes part of the purchase record in case the buyer has any issues upon receiving the load.

Task 2: Same as above, plus uploading the picture and entering the weight information into a log at a computer.

Task 1 has been regularly performed by a Sorter I or II who have volunteered and been trained to complete this task. Task 2 is primarily performed by the MRF Operations Support Specialist as part of her scope of responsibilities and a Sorter fills in as needed. There are 2-3 employees who have volunteered to assist with these tasks and have been doing a great job.

District Management is interested in ensuring employees are appropriately rewarded for their work and proposed implementing new pay stipends to compensate employees performing the above tasks at the rate of 2.5% (Task 1) and 5.0% (Task 2). The proposed stipends are consistent with other stipends awarded to employees for similar reasons (bilingual pay, shift differential, commercial driver) and have been tentatively accepted by the Union, as evidenced by enclosed Letter of Understanding (Attachment A).

The Personnel Committee reviewed Staff's proposal at the October 5, 2022 meeting and gave their support and recommendation for Board of Directors approval.

Financial Impact

The financial impact is minimal as the business need is limited to the 2-3 employees performing this task.

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Let's not waste this.

Conclusion

Board approval is requested of the Shipment Assist Stipend, as recommended by the Personnel Committee.

LETTER OF UNDERSTANDING

Between Monterey Regional Waste Management District and
Operating Engineers, Local No. 3, Laborers & Salesclerks Unit

For Implementation of the Shipment Assist Stipend

The Monterey Regional Waste Management District (hereinafter "District") and the Operating Engineers, Local 3 (hereinafter "bargaining units"), jointly referred to as "parties", enter into this tentative agreement to implement the **Shipment Assist Stipend**, as described hereinafter, contingent on Board of Directors approval.

In consideration for services provided by the bargaining unit and in recognition of the assistance provided by LSC Unit employees to the material shipping process.

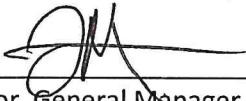
ELIGIBILITY

The following benefit shall apply to employees within the OE3 LSC bargaining unit who are qualified by Management to perform the tasks.

STIPEND

1. Level 1: 2.5% - Once a truck is loaded with recyclable material at the MRF docks, the load must be weighed before leaving our site. To do this, the full truck drives up to the scale and a MRF employee (Sorter) meets them at the scale to check and record its weight and to take a picture showing the loaded truck before leaving our site. This information becomes part of the purchase record in case the buyer has any issues upon receiving the load.
2. Level 2: 5.0% - Same as above + uploading the picture and entering the weight information into a log at a computer.

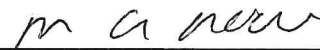
MRWMD:



Felipe Melchor, General Manager

Date: 9-20-22

Operating Engineers Local 3:



Michael Moore, Business Representative

Date: 9/20/22