

MANDATORY TIME OFF (MTO) FOR REGULAR CLASSIFIED STAFF

Introduction:

The District is facing a budget crisis that is unprecedented in its severity. The District and SEIU have negotiated mandatory time off (MTO) for classified unit members.

Terms:

The following are the terms of the negotiated MTO:

- This MTO will reduce classified employees' regular work schedules for the fiscal year 2009-2010 (i.e., July 1, 2009 through June 30, 2010).
- MTO will not be considered by the District as an indication of insufficient workload within any department. The MTO is intended to reduce District costs for fiscal year 2009-2010.
- Employees will be expected to produce only a fair day's work for the days they are on duty.
- MTO will not affect the level of the employer's contributions toward the employee's health, dental, and vision premiums.
- MTO will not affect the level of the employer contributions toward the employee's life insurance (including accidental death and dismemberment) and disability insurance.
- An employee will still receive retirement service credit based on their current FTE.
- MTO will not affect the level vacation and sick leave accrual.
- For employees who signed up for VTO less than the MTO, the VTO will be null and void. The employees who signed up for VTO greater than the MTO will have a pay dock and time off for the difference.
- MTO hours will be taken based upon SEIU's agreement with a recommendation from a task force comprised of representatives from affected work groups, otherwise employees will choose when the required hours of MTO will be taken as mutually agreed upon with their supervisor according to the vacation provisions of the current contract between SEIU and the District. Exceptions granted on a case-by-case basis with manager, component administrator, and Human Resources approval. Even if an exception is granted the unit member will still be responsible for taking the required MTO prior to June 30, 2010, or they will forfeit the MTO time.
- The MTO will be handled as a salary schedule reduction to preserve PERS accrual.

- The MTO salary schedule adjustment will be retro to July 1, 2009. In other words, if MTO implementation is done after the July payroll the August payroll will show a reduction for both July and August.
- Special compensation earnings such as Longevity, Shift Differential, Bilingual Stipend, and Working Out of Class pay, which are a percentage of earnings, will be paid on the new reduced salary schedule.

If you have questions regarding these terms, please contact Linda Jay (x4817), Danielle Donica (x4785), Sabrina Meyer (x4821), or Doug Kuula (x4654).