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**LANE TRANSIT DISTRICT  
BOARD OF DIRECTORS  
HUMAN RESOURCES COMMITTEE**

**Wednesday, May 30, 2001  
12:00 p.m.**

**LTD CONFERENCE ROOM  
3500 E. 17<sup>th</sup> Avenue, Eugene  
(off Glenwood Blvd.)**

*Public testimony will not be heard at this meeting*

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**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL  
Gaydos (Chair) \_\_\_\_\_ Kleger \_\_\_\_\_ Melnick \_\_\_\_\_
- III. POLICY AND PROCEDURE MANUAL REVIEW – Information Only
- IV. EARLY RETIREMENT WINDOW
- V. FUTURE MEETING – General Manager Evaluation Tool
- VI. ADJOURNMENT

# Comparison of Administrative Employees and Bargaining Unit Employees

*(Reflecting the proposed fiscal changes to the administrative employee personnel policy)*

<b>Administrative Employees</b>	<b>Bargaining Unit Employees</b>
<p><b><i>Holidays -</i></b> 9 Holidays (which includes MLK Day)</p>	<p><b><i>Holidays -</i></b> 10 Holidays (which include the employee's birthday and two floating holidays taken, at the limited discretion, by the employees.</p>
<p><b><i>Holiday Hours -</i></b> Counted as time worked in the calculation of overtime for non-exempt employees.</p>	<p><b><i>Holiday Hours -</i></b> Counted as time worked only if the time is worked.</p>
<p><b><i>Educational Assistance -</i></b> \$500 per year for approved programs.</p>	<p><b><i>Educational Assistance-</i></b> \$500 per year for approved programs. This is not a contractual requirement. LTD has administered this program the same for all employees of the District.</p>

## HUMAN RESOURCES COMMITTEE AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 30, 2001

**ITEM TITLE:** EARLY RETIREMENT WINDOW

**PREPARED BY:** David Dickman, Human Resources Manager

**ACTION REQUESTED:** None - Strategic Question Discussion - Early Retirement Window

**BACKGROUND:** During the last negotiations for a union agreement, the District and Union agreed to significant improvements to the retirement plan. A hope for outcome of this improvement is an increase in the bargaining unit turnover due to retirement. The result of such a turnover will be lower operational cost in the bargaining unit.

The Human Resources Department has conducted a preliminary study to determine whether it would be cost effective to hasten the turnover question by offering an "early retirement window." Such a window would be a developed financial incentive to encourage retirement. The attached spreadsheet contains the projected savings for such a plan and a suggested package of incentives.

Staff would like to discuss this option and explore with the Board the potential of such a plan.

(A list of the affected persons, their ages and years of service will be presented at the meeting for further review and discussion.)

**ATTACHMENTS:**  Chart - Early Retirement Window

**PROPOSED MOTION:** None – discussion only

# Early Retirement Window

## Cost for Retaining Current Employee at Maximum Pay

	1st 6 months	next 6 mo	next 6 mo	next 6 mo	next 6 mo	next 6 mo	Contract Totals
Wage	\$ 16.71	\$ 17.04	\$ 17.39	\$ 17.73	\$ 18.09	\$ 18.45	
Social Security and Medicare	\$ 1.28	\$ 1.30	\$ 1.33	\$ 1.36	\$ 1.38	\$ 1.41	
Vacation Hourly Cost	\$ 1.61	\$ 1.64	\$ 1.67	\$ 1.71	\$ 1.74	\$ 1.77	
Wage and Benefits Hourly Total	\$ 19.60	\$ 19.99	\$ 20.39	\$ 20.79	\$ 21.21	\$ 21.63	
Net Six month Cost	\$ 20,378.85	\$ 20,786.42	\$ 21,202.15	\$ 21,626.20	\$ 22,058.72	\$ 22,499.89	\$ 128,552.24
Projected Annual Cost		\$ 41,165.27		\$ 42,828.35			

## Replacement Employee for Retiring Employee Three Year Outcome

	1st 6 months	next 6 mo	next 6 mo	next 6 mo	next 6 mo	next 6 mo	Contract Totals
Wage	\$ 12.52	\$ 13.54	\$ 13.81	\$ 14.93	\$ 15.23	\$ 16.46	
Social Security and Medicare	\$ 0.96	\$ 1.04	\$ 1.06	\$ 1.14	\$ 1.16	\$ 1.26	
Vacation Hourly Cost			\$ 0.27	\$ 0.29	\$ 0.59	\$ 0.63	
Wage and Benefits Hourly Total	\$ 13.48	\$ 14.57	\$ 15.13	\$ 16.36	\$ 16.98	\$ 18.36	
Net Six month Cost	\$ 14,016.89	\$ 15,155.06	\$ 15,734.31	\$ 16,530.15	\$ 17,656.72	\$ 19,090.44	\$ 98,183.58
Less cost of Replacement overlap	\$ (4,312.89)	\$ 29,171.95		\$ 32,264.46		\$ 36,747.16	
Net Savings of replacements	\$ 2,049.07	\$ 5,631.36	\$ 5,467.84	\$ 5,096.05	\$ 4,402.00	\$ 3,409.45	\$ 26,055.77
Projected Annual Savings		\$ 7,680.43		\$ 10,563.89		\$ 7,811.45	

Three options of early retirement windows would be offered. The cost of the incentive is shown below. The outcome of a number of employees accepting is shown to the right. The results are for the contract total and the number of employees accepting. The cost of the incentive is reduced from the projected saving to arrive at the contract savings.

### Results for Remaining Time of Contract.

Early retirement window Plan One		Conditions: 1) At maximum pay 2)Age 55 3)More than 15 Years of Service	Results with	Results with	Results with
Health Insurance 12 Months 2 Party	\$ 3,900.00		20 Accepting	10 Accepting	5 Accepting
Cash Bonus for Electing to Retire	\$ 3,500.00		\$373,115.42	\$ 279,836.56	\$ 93,278.85
or			or	or	or
A Cash Bonus Only	\$ 7,000.00	\$381,115.42	\$ 285,836.56	\$ 95,278.85	

### Results for Remaining Time of Contract.

Early retirement window Plan Two		Conditions: 1) At maximum pay 2)Age 55 3)More than 10 Years of Service	Results with	Results with	Results with
Health Insurance 12 Months 2 Party	\$ 3,900.00		15 Accepting	10 Accepting	5 Accepting
Cash Bonus for Electing to Retire	\$ 2,500.00		\$294,836.56	\$ 196,557.71	\$ 98,278.85
or			or	or	or
A Cash Bonus Only	\$ 5,000.00	\$315,836.56	\$ 210,557.71	\$ 105,278.85	

### Results for Remaining Time of Contract.

Early retirement window Plan Three		Conditions: 1) At maximum pay 2)Age 55 3)More than 5 Years of Service	Results with	Results with	Results with
Cash Bonus for Electing to Retire	\$ 5,000.00		10 Accepting	5 Accepting	1 Accepting
			\$210,557.71	\$ 105,278.85	\$ 30,819.39

## Early Retirement Window

	Cost for Retaining Current Employee at Maximum Pay						Contract Totals
	1st 6 months	Next 6 mo.	Next 6 mo.	Next 6 mo.	Next 6 mo.	Next 6 mo.	
Wage	\$ 16.71	\$ 17.04	\$ 17.39	\$ 17.73	\$ 18.09	\$ 18.45	
Social Security and Medicare	\$ 1.28	\$ 1.30	\$ 1.33	\$ 1.36	\$ 1.38	\$ 1.41	
Vacation Hourly Cost	\$ 1.61	\$ 1.64	\$ 1.67	\$ 1.71	\$ 1.74	\$ 1.77	
Wage and Benefits Hourly Total	\$ 19.60	\$ 19.99	\$ 20.39	\$ 20.79	\$ 21.21	\$ 21.63	
Net Six-Month Cost	\$ 20,378.85	\$ 20,786.42	\$ 21,202.15	\$ 21,626.20	\$ 22,058.72	\$ 22,499.89	\$ 128,552.24
Projected Annual Cost		\$ 41,165.27		\$ 42,828.35			

	Replacement Employee for Retiring Employee Three-Year Outcome						
	1st 6 months	Next 6 mo.	Next 6 mo.	Next 6 mo.	Next 6 mo.	Next 6 mo.	
Wage	\$ 12.52	\$ 13.54	\$ 13.81	\$ 14.93	\$ 15.23	\$ 16.46	
Social Security and Medicare	\$ 0.96	\$ 1.04	\$ 1.06	\$ 1.14	\$ 1.16	\$ 1.26	
Vacation Hourly Cost			\$ 0.27	\$ 0.29	\$ 0.59	\$ 0.63	
Wage and Benefits Hourly Total	\$ 13.48	\$ 14.57	\$ 15.13	\$ 16.36	\$ 16.98	\$ 18.36	
Net Six-Month Cost	\$ 14,016.89	\$ 15,155.06	\$ 15,734.31	\$ 16,530.15	\$ 17,656.72	\$ 19,090.44	\$ 98,183.58
		\$ 29,171.95		\$ 32,264.46		\$ 36,747.16	
Net Savings of Replacements	\$ 6,361.96	\$ 5,631.36	\$ 5,467.84	\$ 5,096.05	\$ 4,402.00	\$ 3,409.45	\$ 30,368.66
Projected Annual Savings		\$ 11,993.32		\$ 10,563.89		\$ 7,811.45	

Three options of early retirement windows would be offered. The cost of the incentive is shown below. The outcome of a number of employees accepting is shown to the right. The results are for the contract total and the number of employees accepting. The cost of the incentive is reduced from the projected saving to arrive at the contract savings.

Early Retirement Window - Plan One		Conditions: (1) at maximum pay, (2) age 55, (3) more than 15 years of service	Results for Remaining Time of Contract		
	\$		Results with 20 Accepting	Results with 10 Accepting	Results with 5 Accepting
Health Insurance 12 Months 2 Party	4,500.00		\$ 369,373.21	\$ 277,029.91	\$ 92,343.30
Cash Bonus for Electing to Retire	5,000.00				
\$200 Monthly for 12 Months	2,400.00				

Early Retirement Window - Plan Two		Conditions: (1) at maximum pay, (2) age 55, (3) more than 10 years of service	Results for Remaining Time of Contract		
	\$		Results with 15 Accepting	Results with 10 Accepting	Results with 5 Accepting
Health Insurance 12 Months 2 Party	4,500.00		\$ 301,029.91	\$ 200,686.60	\$ 100,343.30
Cash Bonus for Electing to Retire	4,000.00				
\$150 Monthly for 12 Months	1,800.00				

Early Retirement Window - Plan Three		Conditions: (1) at maximum pay, (2) age 55, (3) more than 5 years of service	Results for Remaining Time of Contract		
	\$		Results with 10 Accepting	Results with 5 Accepting	Results with 1 Accepting
Cash Bonus for Electing to Retire	5,000.00		\$ 241,686.60	\$ 120,843.30	\$ 30,819.39
\$100 Monthly for 12 Months	1,200.00				

Options for Window

Pension Benefit Enhancement

Adding service credits

Supplement monthly benefit

\$ 16.07	\$ 16.39	\$ 16.72	\$ 17.05	\$ 17.39	\$ 17.74
\$ 16,712.80	\$ 17,047.06	\$ 17,388.00	\$ 17,735.76	\$ 18,090.47	\$ 18,452.28
\$ 1,278.53	\$ 1,304.10	\$ 1,330.18	\$ 1,356.79	\$ 1,383.92	\$ 1,411.60
\$ 1,607.00	\$ 1,639.14	\$ 1,671.92	\$ 1,705.36	\$ 1,739.47	\$ 1,774.26
\$ 156.00	\$ 156.00	\$ 156.00	\$ 156.00	\$ 156.00	\$ 156.00
\$ 19,754.33	\$ 20,146.30	\$ 20,546.10	\$ 20,953.90	\$ 21,369.86	\$ 21,794.14

\$ 12.04	\$ 12.28	\$ 13.38	\$ 13.65	\$ 14.76	\$ 15.96
			14.47	15.64	16.84
\$ 12,521.60	\$ 12,771.20	\$ 13,915.20	\$ 14,622.40	\$ 15,808.00	\$ 17,056.00
\$ 957.90	\$ 977.00	\$ 1,064.51	\$ 1,118.61	\$ 1,209.31	\$ 1,304.78
\$ 240.80	\$ 245.60	\$ 267.60	\$ 281.20	\$ 304.00	\$ 328.00
0	0	0	0	0	0
\$ 13,720.30	\$ 13,993.80	\$ 15,247.31	\$ 16,022.21	\$ 17,321.31	\$ 18,688.78
\$ 6,034.03	\$ 6,152.50	\$ 5,298.79	\$ 4,931.69	\$ 4,048.55	\$ 3,105.36

\$ 124,564.63

\$ 94,993.72      -24%

\$ 29,570.91



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** May 30, 2001

**ITEM TITLE:** EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(f)

**PREPARED BY:** Dave Dickman, Human Resources Manager

**ACTION REQUESTED:** That the Board move into Executive Session pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection

**ATTACHMENT:** None ???

**PROPOSED MOTION:** I move that the Board move into Executive Session pursuant to ORS 192.660(1)(f), to consider records that are exempt by law from public inspection.

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# Legal Notice



## **Lane Transit District**

*P.O. Box 7070  
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**Date:** May 12, 2020

**To:** Debbie Buzalsky, Legal Publications  
*The Register-Guard*; Fax: 683-7622

**From:** Susan Hekimoglu, Administrative Office Supervisor  
Lane Transit District; Phone: 682-6108

**RE:** Notice of Board Committee Meeting  
LTD Purchase Order #7585

**Please publish the following legal publication on Monday,  
May 28, 2001**

### **NOTICE OF LTD BOARD COMMITTEE MEETING**

A meeting of the Human Resources Committee of the Board of Directors of Lane Transit District will be held on Wednesday, May 30, 2001, at 12:00 p.m., in the LTD Conference Room at 3500 East 17<sup>th</sup> Avenue, Eugene (in Glenwood). The committee will discuss the administrative employee personnel policies.

Alternative formats of printed materials (Braille, cassette tapes, or large print) are available upon request. A sign language interpreter will be made available with 48 hours' notice. The facility used for this meeting is wheelchair accessible. For more information, call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

## **HUMAN RESOURCES COMMITTEE AGENDA ITEM SUMMARY**

**DATE OF MEETING:** May 30, 2001

**ITEM TITLE:** ADMINISTRATIVE EMPLOYEE PERSONNEL POLICY HANDBOOK

**PREPARED BY:** David Dickman, Human Resources Manager

**ACTION REQUESTED:** None - Information Item

**BACKGROUND:** In the fall of 1998, Lane Transit District administrative employees formed an employee association in order to meet and confer with LTD management on employment-related issues. Among the issues was the status of the personnel policies governing employment of administrative employees. Among the issues identified jointly were that many of the policies were extremely out of date; some important employment matters were not covered by policy; changes in federal and state law were not fully addressed by policy; and access to these policies was not readily available to employees.

Following the appointment of the new general manager, a joint committee composed of LTD managers and employees from the Employee Association was formed to address the issues identified above. The Committee was composed of David Dickman, human resources manager; Diane Hellekson, finance manager; Charlie Simmons, facilities services manager; Dennis Potter, system supervisor; Doris Dioszeghy, fleet services office manager; and Paul Zvonkovic, senior service planner. Joyce Ziemplak, human resources specialist, staffed the Committee. During the following 12 months, a comprehensive review and re-write of the personnel policies of the District was accomplished.

On March 20, 2001, the LTD Leadership Council completed a review, and the general manager approved the proposed implementation of the policies with an implementation date of July 1, 2001.

During the latter part of the month of March, the employees were afforded a review and comment period for these policies, which culminated in an all staff meeting on April 4, 2001. Managers and administrative employees have favorably reviewed these revised policies. In addition, placing these policies on the internal computer network, thus making them available at every workstation, has alleviated the policy handbook access issues.

The attached two-page chart identifies the "walk-over" from the old/current policies to the new/revised policies. In general, these policies are more concise and abbreviated. No new rights are established by these policies.

As you can see, a significant number of new policies have been created to address the needs of the changing workplace, such as *Telecommuting, Use of Electronic Devices, Ergonomics, Workplace Violence Prevention, and Life Threatening Illness in the Workplace*. Other policies either were created or revised to reflect the changing nature of employment law, with considerations for such things as harassment, discrimination and diversity, domestic partner insurance coverage, and criminal background checks.

Improvements in the working conditions of the administrative employees include three changes that have fiscal consequences. The District has added the Martin Luther King Day holiday to the list of observed holidays. The cost for this added holiday is between \$16,000 and \$20,000. With the addition of this holiday, LTD will be in alignment with other federal, state, and local governments and major employer holiday observances. LTD administrative offices will be closed on this day beginning in January 2002. Also in the holiday policy, the time off for the holiday will be included in the calculation for overtime-premium pay. This will affect administrative employees who are non-exempt from the *Fair Labor Standards Act* (secretaries, clerical assistants, technicians, and other hourly employees).

Finally, the Education Assistance Policy was revised to increase the amount of reimbursement available to employees for continuing education from \$200 to \$500 per year. This reimbursement amount has not been revised since originally established in October 1984. The reimbursement is limited to the amount allocated in the budget process of each year. In the current year this was budgeted at \$1,500 for the entire District. This amount was increased in the budget process for the coming fiscal year to \$10,000.

Changes in other policies may have minor or extremely sporadic operational implications for LTD.

**ATTACHMENTS:**

- Chart - Comparison Chart of Current to Revised Policies
- LTD Personnel Policies Handbook (distributed under separate cover with the packet to Committee members)

**PROPOSED MOTION:**

None – discussion only