



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: January 21, 2015

SUBJECT: **Action Item #5** –1) Revision to the Snow and Ice Removal Employee Pay Plan 2) Vacation Leave Buy-Back and 3) In-House Engineering Services for Design-Build

RECOMMENDATION: Board approve 1) a revision to the Snow and Ice Removal Employee Pay Plan; 2) a vacation leave buy- back benefit for employees; 3) the use of an in-house engineer for design-build purposes.

BACKGROUND:

1) Revision to the Snow and Ice Removal Employee Pay Plan - At the September 2014 meeting, the Board approved a pay plan to be used by the Executive Director during a declared snow/ice emergency event. During subsequent discussions between staff and the Authority's HR consultant, it was recommended that the pay plan be revised to eliminate the use or discussion of payment of comp time to exempt employees. Staff has revised the plan to now allow exempt employees to be paid an administrative bonus which will equal the total hours worked during a declared snow/ice emergency event times the employee's straight time rate (annual salary / 2080 hours).

2) Vacation Leave Buy-Back – Due to the Authority's limited number of employees and their diverse job requirements, employees are often required to work overtime when other employees within their department take vacation or are out sick. If an employee leaves the employment of the Authority, it could take up to eight months to replace them given specific job requirements.

Last year, there were periods of time when one of our divisions which normally has a staffing level of seven had been reduced to three employees. Each of those employees was called upon to work an extensive number of overtime hours and none of them were able to take leave during that period. When the division became fully staffed again, many of them had reached and exceeded their maximum vacation accrual. Those employees were allowed to sell back vacation leave in order to get their accruals in line with authorized levels. This benefit was not outlined in the personnel policy, but the Executive Director deemed it was the fairest and most equitable way to reward the employees for their team effort. The Executive Director is seeking authority to expand the personnel policy to allow for an

authorized vacation leave buy-back if he/she deems such an action is in the best interest of the Authority and the employees.

Budget Impact:

- At June 30, 2014, the Authority's recorded value of accrued annual leave was approximately \$102,000.
- Worst case scenario: If all employees were paid a maximum six month buy-back the amount would be approximately \$47,000.
- All buy-back opportunities will be contingent upon the availability of funding within the budget year.

3) In-House Engineering Services for Design-build - In September 2014, the Board adopted by Resolution, written procedures governing the selection, evaluation and award of design-build and construction management projects in accordance with VA Code § 2.2-4308. The Board has also approved the capital plan which contains several projects which may be viable candidates for the design-build construction method. In order to proceed with this method of construction and in accordance with the Authority's approved procedures; an engineer must make a determination if it would be beneficial for the Authority to use the "design-build" construction method for each project. Staff will be seeking the Board's approval to use the in-house engineer that will performing the inspection services for the terminal improvement project to make this determination. If "design-build" is determined to be a viable option, then the in-house engineer will also be tasked to develop the scope of the project, construction administrative services for the project, and inspection services for the project. The expenses for these in-house engineering services have been budgeted within the capital budget and are PFC and state eligible expenses.

PRIOR ACTIONS:

Approved Snow Pay Plan on September 22, 2014
Approval of other project expenditures not to exceed \$462,808 on the terminal renovation project which included a project inspector at the November 19, 2014 meeting

FINANCIAL IMPACT:

- 1) None
- 2) As noted above in the discussion.
- 3) Dependent upon the project costs, but projects are already in the approved capital plans.

ATTACHMENT:

- 1) Revised Snow and Ice Removal Employee Pay Plan

PRESENTATION:

None