

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
February 28, 2017

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*New Business*

**ITEM 10c**

(2 pages)

District Manager's Vacation Schedule/Office Hours, Etc.

*\*\*Manager's Hire Date: Sept. 29, 1996 (20 yrs and 5 mos. as Manager)*

In accordance with the District's Personnel Policy 2005 Revision, full time District employees are entitled to the following sick, holiday and vacation benefits:

Sick Leave – 15 days

Up to a maximum of 15 days after 4 years of employment

- used 1 sick day

Bereavement – 3 days

Time off for death in immediate family

Holidays Paid - 8

New Years Day	Presidents Day	Memorial Day
Fourth of July	Labor Day	Thanksgiving and Day After
Christmas		

Vacation – 20 days

Up to a maximum of 20 days after 10 years of employment

Mgr's Planned Vacation Time Thru August:

- 1 day in Jan. (Mon 1/16)
- 2 days in March (Fri/Mon 3/17, 3/20) \*Family Bereavement
- 4 days in April (Tue-Fri 4/4-7) High School Spring Vacation
- 12 days in Aug. (Thu 8/3 thru Fri 8/18) Summer family vacation

District Office Hours – 8:30 to 4:30 Mon thru Fri

The Manager tries to be available in the office during these hours. With the administrative assistant now working off-site, the office is inconveniently closed at various times during the day while the Manager is out to lunch, on vacation or sick or out handling any of the following duties: road/beach inspections, banking, misc. supplies, city hall, water district, county seat, postal and FedEx shipments, seminars, Dr. appointments or meetings with various consultants, contractors, service providers, etc.

*(more on next page)*

**(ITEM 10c cont.)**

Judging from the comments at the previous board meeting, it would appear that homeowners are finding it inconvenient and annoying to have the office frequently closed when they drop by.

In the early 20's when the State Legislature was conceiving Special Districts, their intent was to establish a level of local government that was more accessible to property owners and rate payers. The act of outsourcing a good part of the District's administrative duties to an offsite location has actually made access more difficult for homeowners; a departure from the original legislative intent and an inconvenience to homeowners.

A suggested solution to having the office frequently closed would be to bring all administrative activity back to the home office here on Beach Road where there would be a more regular presence in the office to answer phone calls and take care of homeowners' needs.