

REGULAR MATTER NO. 3 AND 4  
MEETING DATE: JUNE 17, 2024

**SOUTH SANTA CLARA VALLEY  
MEMORIAL DISTRICT**

---

**AGENDA REPORT**

Date: June 17, 2024

To: South Santa Clara Valley Memorial District Board of Directors

From: James Gargiulo, Interim Executive Director

Subject: **Executive Director recruitment, job description, and employee handbook amendment for paid vacation benefits.**

---

**RECOMMENDATION**

Staff recommends that the Board of Directors approve the Executive Director job description and establish an ad hoc committee of two Board Members to collect applications and select candidates for public interviews. Applications will be sent to Kirsten Powell, who is the District's attorney, because of the potential conflict of interest with the Interim Executive Director.

Staff recommends that the Board of Directors approve the removal of the Executive Director's paid vacation benefits from the employee handbook in section 7.0 paragraph two.

**DISCUSSION**

The District currently has an Interim Executive Director managing the day-to-day operations. It will likely take a month or more to complete the recruitment process for the permanent Executive Director, and it is in the best interest of the District to select a permanent Executive Director as soon as possible given the upcoming Veterans Day parade and kitchen remodel which are both already in the early stages of planning.

The proposed Executive Director job description lists the significant responsibilities, skills, and experience needed to successfully perform the job. Staff believes the job description provides enough detail about the variety of responsibilities to attract qualified candidates. The pay range was approved by the Board of Directors at the May

20, 2024, Board meeting. Upon approval of the job description, staff will advertise the job on the District's website, Facebook page, and other commercial job boards.

Staff recommends that the Board establish a two-member committee to review the applications and to select candidates for a public interview. This will save time if the committee can whittle down the candidates, and then bring the top candidates to the full Board for consideration and a public interview.

The current employee handbook authorizes the Executive Director to receive 30 hours of paid vacation each year per paragraph two of section 7.0. This policy was approved for Christine West, who is the prior Executive Director and was working 30-35 hours per week. The paid vacation was equivalent to about one week's pay. Part of the former Executive Director's responsibilities have been given to the Rental Manager, and the new Executive Director will only be working 10-20 hours per week. Thirty hours of paid vacation is disproportionate to the new Executive Director's schedule and would be equivalent to about two to three weeks of vacation. Staff believes that it would be appropriate to remove the paid vacation benefit and to instead pay a slightly higher hourly rate, but still within the pay range, which would also be easier to administer. The accrued unpaid vacation for Christine West would be paid out in accordance with the policy in effect at the time of her resignation.

Paragraph two of section 7.0 reads as follows: "The position of Executive Director, or equivalent, is entitled to 30 hours of paid vacation per year at the employee's regular rate of pay. Vacation time is allocated at the beginning of each fiscal year or pro-rated based on the date of hire. (Example: Fiscal year is July 1-June 30. Employee starts January 1 and therefore is eligible for half (15 hours) of the paid vacation.) Vacation time must be used in increments of 4 hours and up to 60 hours can be accumulated and carried over to the next fiscal year. Vacation time will accrue to the maximum cap of 60 hours. Once this cap is reached, no further vacation will accrue until vacation time is used. Then, accrual will begin again. There is no retroactive grant of vacation compensation for the period the accrued vacation was at the cap. If employment is terminated, accrued unused vacation earned through the last day of active employment will be paid at the employee's regular rate of pay at termination. Vacation time may only be paid out upon termination."

Over the long term, staff recommends that the District consider adding fringe benefits to all employees such as paid holidays, paid vacation, and/or health insurance.