

# **Interoffice Memo**

DATE: August 2, 2024

**PHONE:** 382-3193

- FROM: VANESSA DOYLE, Chief Deputy Controller Auditor-Controller/Treasurer/Tax Collector
  - TO: DISTRIBUTION

## SUBJECT: PRODUCTIVE HOURS ANALYSIS - FY 2024 ACTUAL DATA

Attached is the Auditor-Controller/Treasurer/Tax Collector's Office – Management Services Section (MSS) analysis of the productive hours for San Bernardino County for fiscal year 2023-24. The MSS study concludes that the productive hours for full-time employees were calculated at 1,706. Each full-time employee contributed 1,706 productive hours during the fiscal year. This number is based on actual employee benefits and statistics for the fiscal year 2023-24. Note that 1,706 productive hours can be used for fiscal years 2023-24 or 2024-25 billing purposes.

Please call May Guan, Systems Accountant III, at 382-7027 if you have any questions.

VJD:SSY:MG:GD:adp

Attachment

Formula connected to "No. of Employees By Union Code" worksheet. Formula connected to "PD\_HRS Manpower" worksheet. Formula connected to "Avg Acc. Vac. Hrs" worksheet. Formula connected to "Selected Count for SFM & SPS Unit " worksheet. Data from MOUs.

## 2023-2024 PRODUCTIVE HOURS ANALYSIS

	<u>EXEMPT</u>	<u>SAFETY</u>	SAFETY MGMT & SUPV	<u>MGMT</u>	<u>SUPV</u>	ATTORNEYS	SUPV NURSES	SPCLED PEACE OFFR- SUPV	SPCLED PEACE OFFR	ALL OTHERS	WGTD.AVG. <u>PROD.HRS.</u>
Number of Employees (1)	599	1,806	280	318	1,208	307	165	127	289	14,099	19,198
Base Annual Hours	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080
Subtract non-productive hours:											
Holiday (2)	120	0	120	120	120	120	120	120	120	120	109
Vacation (3)	91	0	150	152	140	97	126	159	110	104	98
Annual Leave (4)	0	211	0	0	40	0	40	40	0	0	23
Administrative Leave (5)	80	0	42	80	40	0	40	40	0	0	8
Sick (6)	56	100	105	83	79	61	69	118	144	75	79
Jury Duty, Military Leave, Training,											
Blood Donations (7)	16	8	4	12	11	6	14	11	7	8	8
Leave w/o pay (8)	5	27	7	1	16	22	20	24	92	58	48
Attorney Leave (9)	0	0	0_	0	0	80	0	0	0	0	1
TOTAL PRODUCTIVE HOURS	1,712	1,734	1,652	1,632	1,634	1,694	1,651	1,568	1,607	1,715	1,706

## NOTES:

Sources

MOUs:

San Bernardino County Exempt Employee Compensation Ordinance (Section 13.0613)

San Bernardino County and Sheriff's Employees Benefit Association Memorandum of Understanding (2019-2025) - Safety Unit

San Bernardino County and Sheriff's Employees Benefit Association Memorandum of Understanding (2019-2025) - Safety Management and Supervisory Unit

San Bernardino County and Sheriff's Employees Benefit Association Memorandum of Understanding (2023-2027) - Specialized Peace Officer & Specialized Peace Officer Supervisory Units

San Bernardino County and Public Attorneys Association Memorandum of Understanding (2023-2027) - Attorney Unit

San Bernardino County and Teamsters San Bernardino Consolidated Memorandum of Understanding (2023-2027) - General MOU

Payroll report SBPOS004 from the EMACS team.

EMACS queries: PD\_HRS\_UNION\_CODE, PD\_HRS2\_UNION\_CODE\_COMPANY, MSS\_ACCRUED\_VAC\_HRS, MSS\_EE\_COUNT\_FY\_3JOBCODES

Formula connected to "No. of Employees By Union Code" worksheet. Formula connected to "PD\_HRS Manpower" worksheet. Formula connected to "Avg Acc. Vac. Hrs" worksheet. Formula connected to "Selected Count for SFM & SPS Unit " worksheet. Data from MOUs.

## 2023-2024 PRODUCTIVE HOURS ANALYSIS

#### (1) Number of Employees:

These numbers were taken from SBPOS004, "San Bernardino County - EMACS, Authorized vs. Assigned Position Totals by Union Code" report dated 12/29/23.

## (2) Holiday leave:

All employees with the exception of Safety received 15 paid holidays. Safety accrues annual leave in lieu of holiday.

#### (3) Vacation:

These numbers were calculated by the following formula:

Average Vacation Hrs = Total Accrued Vacation Hours by Union Code<sup>1</sup> Total Number of Employees by Union Code<sup>2</sup>

<sup>1</sup> MSS\_ACCRUED\_VAC\_HRS query

<sup>2</sup> SBPOS004 Authorized vs. Assigned Position Totals by Union Code

#### (4) Annual Leave:

 Safety unit employees earn annual leave in lieu of vacation and holidays.

 Supervisory and Supervisory Nurses unit employees received
 40

 Management unit employees receive no annual leave.

 Specialized Peace Officer - Supervisory unit employees received
 40

 No cash conversion is allowed for Management or Supervisory employees.

\* Classification breakdown of Specialized Peace Officer - Supervisory unit taken from "MSS\_EE\_COUNT\_FY\_3JOBCODES" EMACS query See below for computation.

Job Title	Supv Deputy Coroner Investigator II	All Other Classifications	Totals
Job Code	19829		
# of Employees	1.00	126.00	127
Hrs. for Annual Leave	0	40	N/A
Total Hours	0	5,040	5,040
Weighted Average			40

Formula connected to "No. of Employees By Union Code" worksheet. Formula connected to "PD\_HRS Manpower" worksheet. Formula connected to "Avg Acc. Vac. Hrs" worksheet. Formula connected to "Selected Count for SFM & SPS Unit " worksheet. Data from MOUs.

## 2023-2024 PRODUCTIVE HOURS ANALYSIS

#### (5) Administrative Leave:

Administrative leave time is provided for Exempt, Safety Management & Supervisory, Management, Supervisory Nurses and Specialized Peace Officer - Supervisory employees. Such administrative leave may be cashed out at a prorated rate, used as time off or cashed out at calendar year end. The leave time available for the above employees is as follows:

	Safety Management			Supervisory	Spcled Peace	
Exempt	& Supervisory *	Mgmt	Supervisory	Nurses	Offr - Supv *	Wgtd. Average
80	42	80	40	40	40	54

\* Classification breakdown of Safety Management and Supervisory unit and Specialized Peace Officer - Supervisory taken from "MSS\_EE\_COUNT\_FY\_3JOBCODES" EMACS query. See below for computation.

Job Title	DA Supv. Investigator	DA Commanding Investigator	Sheriff's Lieutenant	Sheriff's Sergeant	All Other Classifications	Totals
Job Code	04405	04407	19515	04199&19535		
# of Employees	6.69	1.92	49.65	186.50	35.23	280
Hrs. for Admin. Leave	40	80	80	40	0	N/A
Total Hours	268	153.85	3,972	7,460	0	11,854
Weighted Average						42
	Cumu.					

	Supv		
Job Title	Deputy Coroner Investigator II	All Other Classifications	Totals
Job Code	19829		
# of Employees	1.00	126.00	127
Hrs. for Admin. Leave	80	40	N/A
Total Hours	80	5,040	5,120
Weighted Average			40

#### (6) Sick leave:

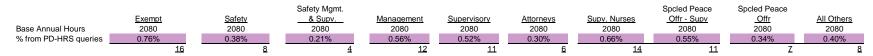
Sick leave percentage was calculated using EMACS queries (PD\_HRS\_UNION\_CODE and PD\_HRS2\_UNION\_CODE\_COMPANY).

			Safety Mgmt.					Spcled Peace	Spcled Peace	
	Exempt	<u>Safety</u>	& Supv.	Management	Supervisory	Attorneys	Supv. Nurses	Offr - Supv	Offr	All Others
Base Annual Hours	2080	2080	2080	2080	2080	2080	2080	2080	2080	2080
% from PD-HRS queries	2.70%	4.80%	5.06%	3.98%	3.78%	2.93%	3.29%	5.68%	6.92%	3.59%
-	<u>56</u>	<u>100</u>	<u>105</u>	83	<u>79</u>	<u>61</u>	<u>69</u>	<u>118</u>	<u>144</u>	<u>75</u>

## 2023-2024 PRODUCTIVE HOURS ANALYSIS

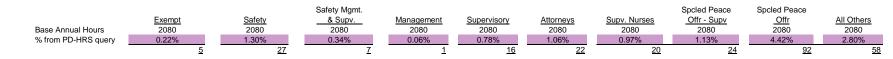
#### (7) Jury Duty, Military, Training, Blood Donation:

Jury duty, military, training and blood donation leave percentage was calculated using EMACS queries (PD\_HRS\_UNION\_CODE and PD\_HRS2\_UNION\_CODE\_COMPANY).



(8) Leave without pay:

Leave without pay percentage was calculated using EMACS queries (PD\_HRS\_UNION\_CODE and PD\_HRS2\_UNION\_CODE\_COMPANY).



#### (9) Attorney Leave:

The Attorneys unit employees received 80 hours of Attorney leave.

\*\*\* Numbers are rounded to the nearest whole number.