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**Auditor-Controller/
Treasurer/Tax Collector**
SAN BERNARDINO COUNTY

Interoffice Memo

DATE: August 24, 2022

PHONE: 382-3193

FROM: **VANESSA DOYLE**, Chief Deputy Controller *VJD*
Auditor-Controller/Treasurer/Tax Collector

TO: **DISTRIBUTION**

SUBJECT: PRODUCTIVE HOURS ANALYSIS – FY 2022 ACTUAL DATA

Attached please find the Auditor-Controller/Treasurer/Tax Collector's Office – Management Services Section (MSS) analysis of the productive hours for San Bernardino County for fiscal year 2021-22. The MSS study concludes that the productive hours for full-time employees were calculated at 1,662. On average, each full-time employee contributed 1,662 productive hours during the fiscal year. This number is based on actual employee benefits and statistics for fiscal year 2021-22. Note that 1,662 productive hours can be used for fiscal years 2021-22 or 2022-23 billing purposes.

Special Notice - The decrease in the productive hours is due to the following:

- (1) FY 2021 had 27 pay periods while FY 2022 had 26 pay periods.
- (2) June 19th was added as a new holiday leave.
- (3) There was an increase in sick leave due to COVID.

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

VJD:SSY:MG:adp

Attachment

**2021-2022
PRODUCTIVE HOURS ANALYSIS**

	<u>EXEMPT</u>	<u>SAFETY</u>	<u>SAFETY MGMT & SUPV</u>	<u>MGMT</u>	<u>SUPV</u>	<u>ATTORNEYS</u>	<u>SUPV NURSES</u>	<u>SPCLED PEACE OFFR- SUPV</u>	<u>SPCLED PEACE OFFR</u>	<u>ALL OTHERS</u>	<u>WGTD.AVG. PROD.HRS.</u>
Number of Employees (1)	494	1,641	272	270	1,110	309	157	123	332	13,455	18,163
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	112	120	120	120	120	120	120	120	109
Vacation (3)	113	0	155	147	142	102	125	161	104	113	106
Annual Leave (4)	0	213	0	0	40	0	40	40	0	0	22
Administrative Leave (5)	80	0	42	80	40	0	40	40	0	0	7
Sick (6)	78	143	146	105	100	77	105	157	153	107	110
Jury Duty, Military Leave, Training, Blood Donations (7)	13	19	7	14	9	5	16	73	25	9	11
Leave w/o pay (8)	5	23	5	12	10	24	22	7	57	64	52
Attorney Leave (9)	0	0	0	0	0	80	0	0	0	0	1
TOTAL PRODUCTIVE HOURS	1,671	1,682	1,613	1,602	1,619	1,672	1,612	1,482	1,621	1,667	1,662

NOTES:

Sources

MOUs:

San Bernardino County Exempt Employee Compensation Ordinance (Title 1, Division 3, Chapter 6)
San Bernardino County and Sheriff's Employees Benefit Association Memorandum of Understanding (2019-2024) - Safety Unit
San Bernardino County and Sheriff's Employees Benefit Association Memorandum of Understanding (2019-2024) - Safety Management and Supervisory Unit
San Bernardino County and Sheriff's Employees Benefit Association Memorandum of Understanding (2020-2024) - Specialized Peace Officer & Specialized Peace Officer Supervisory Units
San Bernardino County and Public Attorneys Association Memorandum of Understanding (2019-2024) - Attorney Unit
San Bernardino County and Teamsters San Bernardino Consolidated Memorandum of Understanding (2019-2023) - General MOU
San Bernardino County and SBCPOA Memorandum of Understanding (2022-2027) - Probation Unit
San Bernardino County and California Nurses Association Memorandum of Understanding (2021-2024) - Nurses & Per Diem Nurses Units
San Bernardino County and SEIU Memorandum of Understanding (2020-2024) - Professional Unit
San Bernardino County and IUOOE Memorandum of Understanding (2020-2023) - General Fire Support
Disclaimer: County Fire has various MOUs with different leave provisions. The productive hours' calculations does not take into account these differences. Instead, the calculations will be based on the General Fire Support MOU.
San Bernardino County and IBEW Memorandum of Understanding (2020-2024) - WAS (Special Districts)
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

2021-2022
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 12/31/21.

(2) Holiday leave:

All employees with the exception of Safety and Safety Management/Supervisory received 15 paid holidays. Safety accrues annual leave in lieu of holiday. Safety Management/Supervisory received 14 paid holidays.

(3) Vacation:

These numbers were calculated by the following formula:

$$\text{Average Vacation Hrs} = \frac{\text{Total Accrued Vacation Hours by Union Code}^1}{\text{Total Number of Employees by Union Code}^2}$$

¹ MSS_ACCRUED_VAC_HRS query

² 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 hours of annual leave.

Management unit employees receive no annual leave.

Specialized Peace Officer - Supervisory unit employees received 40 hours of annual leave*

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		Totals
	Deputy Coroner Investigator II	All Other Classifications	
Job Code	19829		
# of Employees	1.00	122.00	123
Hrs. for Annual Leave	0	40	N/A
Total Hours	0	4,880	4,880
Weighted Average			40

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(5) Administrative Leave:

Administrative leave time is provided for Exempt, Safety Management & Supervisory, Management, Supervisory, 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:

Exempt	Safety Management & Supervisory *	Mgmt	Supervisory	Supervisory Nurses	Spclcd Peace Offr - Supv *	Wgtd. Average
80	42	80	40	40	40	53

* 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 04405	DA Commanding Investigator 04407	Sheriff's Lieutenant 19515	Sheriff's Sergeant 04199&19535	All Other Classifications	Totals
# of Employees	7.00	2.00	48.04	180.92	34.04	272
Hrs. for Admin. Leave	40	80	80	40	0	N/A
Total Hours	280	160	3,843	7,237	0	11,520
Weighted Average						42

Job Title	Supv Deputy Coroner Investigator II 19829	All Other Classifications	Totals
# of Employees	1.00	122.00	123
Hrs. for Admin. Leave	80	40	N/A
Total Hours	80	4,880	4,960
Weighted Average			40

(6) Sick leave:

Sick leave percentage was calculated using EMACS queries (PD_HRS_UNION_CODE and PD_HRS2_UNION_CODE_COMPANY).

	Exempt	Safety	Safety Mgmt. & Supv.	Management	Supervisory	Attorneys	Supv. Nurses	Spclcd Peace Offr - Supv	Spclcd Peace Offr	All Others
Base Annual Hours	2080	2080	2080	2080	2080	2080	2080	2080	2080	2080
% from PD-HRS queries	3.77%	6.87%	7.02%	5.06%	4.81%	3.68%	5.03%	7.55%	7.35%	5.14%
	78	143	146	105	100	77	105	157	153	107

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(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).

	<u>Exempt</u> 2080	<u>Safety</u> 2080	<u>Safety Mgmt. & Supv.</u> 2080	<u>Management</u> 2080	<u>Supervisory</u> 2080	<u>Attorneys</u> 2080	<u>Supv. Nurses</u> 2080	<u>Spclcd Peace Offr - Supv</u> 2080	<u>Spclcd Peace Offr</u> 2080	<u>All Others</u> 2080
Base Annual Hours										
% from PD-HRS queries	0.64%	0.90%	0.31%	0.65%	0.45%	0.22%	0.75%	3.52%	1.21%	0.44%
	13	19	7	14	9	5	16	73	25	9

(8) Leave without pay:

Leave without pay percentage was calculated using EMACS queries (PD_HRS_UNION_CODE and PD_HRS2_UNION_CODE_COMPANY).

	<u>Exempt</u> 2080	<u>Safety</u> 2080	<u>Safety Mgmt. & Supv.</u> 2080	<u>Management</u> 2080	<u>Supervisory</u> 2080	<u>Attorneys</u> 2080	<u>Supv. Nurses</u> 2080	<u>Spclcd Peace Offr - Supv</u> 2080	<u>Spclcd Peace Offr</u> 2080	<u>All Others</u> 2080
Base Annual Hours										
% from PD-HRS query	0.23%	1.10%	0.25%	0.60%	0.47%	1.17%	1.07%	0.35%	2.73%	3.08%
	5	23	5	12	10	24	22	7	57	64

(9) Attorney Leave:

The Attorneys unit employees received **80** hours of Attorney leave.

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