



Membership Update April 2022

Retroactive Salary Adjustments

Payroll has provided two potential dates that the retroactive salary adjustments for SCXEA-represented employees will take place – on either the May 17 or June 14 paychecks. We are not certain how much notice we will receive as to which paycheck will be used, and we will alert you if we are given adequate notice. Payroll has been processing salary increases and adjustments for several unions in the order that agreements were reached, with SPOA and Local 39 coming before SCXEA, and Local 447, Western Council of Engineers, and others coming after SCXEA.

If you would like to change your federal or state income tax withholdings, you can do so in eCAPS Employee Self Service in the Payroll section, then click on W-4 Tax Information. The changes to your W-4 federal tax withholding are at the top of the page, followed by DE 4 state tax withholding changes below. Changes made in eCAPS are instantaneous.

Management Leave (ATO) Cash Out for FY2021/22

We have received many inquiries from SCXEA-represented employees regarding ATO cash out for FY2021/22. To be clear, as part of the recently negotiated labor agreement, SCXEA never agreed to give up your right to cash out ATO for FY2021/22, although we realize that Payroll has not been processing these requests. We reached out to the City and believe the City is in agreement with allowing SCXEA-represented employees in Units 01 and 14 to cash out up to 40 hours of ATO before June 30, 2022. At this time, however, we still do not have this agreement in writing. While we work to secure that written agreement, and until it is in place, you may want to make plans to use any of your remaining FY2021/22 ATO balance before June 30 in order to avoid losing the time.

Under the terms of our new labor agreement, your next accrual of ATO will be 40 hours effective July 1, 2022, and these hours cannot be cashed out. The next accrual will be 80 hours effective January 1, 2023, and you will have until November 30, 2022, to request to cash out up to 40 hours of your calendar year 2023 ATO. Going forward, ATO will accrue on January 1, and the deadline to request to cash out any of that leave will be November 30 of the prior calendar year.

Cash Payment in Lieu of Vacation Leave for FY2021/22

Similarly, we have received inquiries about vacation cash-out for those employees accruing 20 days per year. Like the ATO issue above, SCXEA firmly believes that the right to cash out vacation in this calendar year has not been altered. We also believe the City will ultimately agree with us on this point. However, we do not yet have a commitment on such an agreement. So, much like the ATO issue, you may want to consider using your vacation balance in order to avoid hitting the maximum accrual cap of 480 hours and then forfeiting additional accruals.

Of course, as soon as we have confirmation of agreements on one or both of the ATO or vacation cash-out issues, we will update you.

[Apply for Board of Directors Vacancies](#)

Do you have a passion for helping others and a desire to change things for the better? The SCXEA Board of Directors is the backbone of your Association and is involved in member representation, City policy decisions, negotiations, and ensuring members' rights are not violated. The SCXEA Board currently has two vacancies because these members will be leaving City employment – Secretary Naomi Scott and Unit 01 Director Aaron Wallace.

We are looking for members who are knowledgeable, reliable, and great team players to join your Board! [Read about the duties of each position below.](#) Board members attend Board meetings twice a month at which all decisions about the Association are made.

Any SCXEA member who is eligible to vote as of the date of appointment is eligible to apply for the Secretary position, and any Unit 01 member who is eligible to vote as of the date of appointment is eligible to apply for the Unit 01 Director position. To apply, submit a statement of interest of no more than 300 words to President@SCXEA.org no later than **Friday, May 13, 2022, at 6:00 P.M.**, describing which position you're interested in and why. Everyone submitting a statement by the deadline will then be invited to attend a special Board meeting via Zoom for an online interview. Your Board expects to make an appointment the day of the interview and the newly appointed Board members will take office immediately.

Secretary

The Secretary prepares our meeting agendas and keeps accurate records of the Board meetings for historical reference.

Below are some of the responsibilities of the Secretary role:

- Prepare meeting agendas
- Prepare meeting minutes
- Update the SCXEA website with volunteer assistance
- Assist with planning annual events

This vacancy will be filled by an appointment through September 2022, when the next election for this position will be held.

Unit 01 Director

The Unit 01 Director is the primary liaison to Unit 01 members and represents the interests of Unit 01 members to the Board.

Below are some of the responsibilities of the Unit 01 Director role:

- Represent and respond to inquiries from Unit 01 members
- Serve on one or more Board committees
- Assist with planning annual events

This vacancy will be filled by an appointment through September 2023, when the next election for this position will be held.

Questions?

Do you have questions or suggestions you would like to see addressed in a membership update?

Interested in getting involved? Please email your Unit Director at the email address listed below.

Board of Directors 2021-2022

- **President** – Heather Hoekstra, Administrative Analyst, Youth, Parks, & Community Enrichment, President@SCXEA.org, 808-5691
- **Vice-President** – Kateshia Knox, Senior Personnel Analyst, Human Resources, VicePresident@SCXEA.org, 808-7660
- **Secretary** – vacant
- **Treasurer** – Lea Vassallo, Senior Accountant Auditor, Community Response, Treasurer@SCXEA.org, 808-7826
- **At-Large Director A** – Kimberly Rhodes, Administrative Analyst, Youth, Parks, & Community Enrichment, DirectorA@SCXEA.org, 808-6316
- **At-Large Director B** – Sage Millar, Program Specialist, Utilities, DirectorB@SCXEA.org, 808-5977
- **Unit 01 Director** – vacant
- **Unit 10 Director** – Michael Longstreet, Administrative Technician, Fire, Unit10@SCXEA.org, 808-1359
- **Unit 14 Director** – Khyra Blackman, Administrative Analyst, Human Resources, Unit14@SCXEA.org, 808-8840