

families



CITY OF ALBUQUERQUE  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
ONE CIVIC PLAZA  
11<sup>TH</sup> FLOOR

June 21, 2000

To: Department Director  
Fr: Lawrence Rael  
Chief Administrative Officer  
Subject: Temporary Employees

The City has discussed on a number of occasions the parameters that apply to our temporary positions including, rate of pay, length of employment, method of budgeting as well as eligibility for benefits. Our intent is to standardize this category of employment, which will be reflected in the new Personnel Rules and Regulations. **Additionally the City Council has requested the Administration devise a plan that would look into the possibility of converting long term temporary positions into classified positions and providing them with benefits.**

Attached is a report that extracted, for your department, all temporary employees from the Human Resources System. I am requesting that you review this list and complete the remaining columns of information reflected on the worksheet. The additional information requested is:

- 1) "Original" hire date of the employee. This should reflect the employee's *first* original hire date.
- 2) Average number of hours the employee is working per pay period.
- 3) Your recommendation on the potential change in status to full time classified, part time classified or seasonal worker based on the employee's duties and length of employment.

After completion and submittal of this information, a meeting may be scheduled to discuss department specific issues.

Please forward this to your department HR Coordinator for review and completion. The completed worksheet should be returned directly to Irene Garcia in the Accounting Division (8<sup>th</sup> floor – Room 8010) who will be compiling the information for this project. The due date is Friday July 7, 2000.

Questions may be directed to Irene via email.



**Department of Family and Community Services  
P.O. Box 1293  
Albuquerque, New Mexico 87103**

**Inter-office Memorandum**

January 8, 2001

To: Division Managers  
From: Paula Ramsey  
Subject: Termination of "Seasonal" Employees Urgently Needed

The Department has hundreds of "Seasonal" employees active in our personnel/payroll systems. Some of these were seasonal hires for the summer program who are no longer actually working for the Department. Others, however, should be "Temporary" or "Student" positions. The April 2000 policy on seasonal and temporary positions requires that "Seasonal" positions be terminated after nine months employment (they can be rehired after three months), and that "Temporary" positions be terminated after 24 months.

**We need to convert to "Temporary" positions the seasonal employees we wish to retain for the two-year period. HOWEVER, we cannot begin this process until we have a clean list--positions we want as temporary or students identified, and true seasonal hires no longer working for us terminated.**

We need to get this done and will assist division managers and supervisors. Attached are: 1) a list showing active positions in your programs, with "Seasonal" positions highlighted and the number of months since their hire date, and 2) a list of positions showing no paychecks issued in the past three months.

By Friday, January 12, we need for you to identify each position you want to retain and convert. We will terminate all others from our office on Tuesday, January 16. Though we have requested (and would prefer) that divisions make these decisions and initiate these actions, there is a pressing need for this to be accomplished quickly. Thank you for your cooperation.

**Attachments**

cc: Gerald Ortiz y Pino, Director  
Michael Passi, Associate Director  
JoAnn Borunda, Personnel Officer




# City of Albuquerque

P.O. BOX 1293 ALBUQUERQUE, NEW MEXICO 87103

January 28, 2002

TO: Mayor Martin Chavez, CAO Jay Czar, Finance CAO Irene Garcia, Budget Officer Anna Lamberson, Budget Analyst Terry Suarez, Human Resources Director Pat Miller

FROM: Valorie Vigil, Director of Family & Community Services 

RE: Reduction of Temporary, Seasonal and Student Employees

Per your request, the Family & Community Services Department has reviewed the COGNOS report dated January 24, 2002, provided by Human Resources/Budget Office. We have identified from this list, 21 employees that have been terminated or are in the process of being terminated. We have identified another 31 employees that can be terminated without impacting services.

Program	Temps/Seasonal Terminated or in Process	Additional Temps/Seasonals that can be terminated w/o impacting services
Community Centers	7	5
Playgrounds/Latch-key	5	5
Early Childhood Development	2	0
Administration	5	4 (still reviewing)
Job Mentors	0	4
Student Interns	0	3
Westaff	2	10 (3 in fiscal will impact services)
Total	21	31

#### NOTES:

- Any number of additional temporary employees can be terminated in the Community Centers, Playgrounds/Latch-key and Early Childhood Development programs. However, this will cause a reduction in services, hours or sites open proportionate to the cuts. Please see attached material regarding staffing and ratios for these programs.
- Any number of additional temporary employees can be cut from Early Head Start or other grant funded positions. However, this will cause a loss in grant revenue and resulting non-compliance with grant requirements.
- We are currently sorting out actual number of Administrative temporaries. We will adjust number.
- Westaff – have identified all but 13 for termination. Of the 13, 12 are in a grant program Welfare to Work, which will end this year, 1 is a Housing Inspector at Housing Section 8.



Department of Family and Community Services  
Community Centers Division  
Therapeutic Recreation Programs  
January 30, 2002

Inter-Office Correspondence

**To:** Jim Williams, Centers Manager  
**From:** Carmen R. Garcia, Therapeutic Recreation Supervisor  
**Subject:** Proposed Staff 1/3 Cuts

I have thought carefully about the impact of staff cuts based on the current spring program and the coming summer programs. Many of the staff targeted are employees who have extensive experience and education. Thus, they are in key positions such as site supervisors. We are already short staffed. Any further cuts would result in cuts in services. Our programs grow immensely in the summer. I need these key people for the spring but I will need them more intensely in the summer. Therefore the employees who have been chosen for the first third cut are as follows. I have also included an impact on current programs.

→**Mary Lou Burke – Site Supervisor for Adult Social Club – Special Education Teacher and over 20 years experience.** Mary Lou is very well liked and she runs an excellent program. Social club currently has 64 members. There are only 2 staff who run this program with the help of volunteers. The adults with disabilities and the parents will have a very hard time accepting the fact that Mary Lou is being terminated for any time. Last time we tried to make changes to the program, the entire club showed up at city hall to meet with the director. This would be true of the other staff who is also on the list (Ken Mangione). The program is held on Saturdays, 12:30PM – 3:30PM and Tuesdays, 6:00PM – 9:00PM

→**Lewis Monette – Site Supervisor for MerryMakers – Social Worker for APS and over 19 years experience.** Lewis has been with our program for 15 years (taking breaks as needed). The program he runs has over 550 registered participants with an average attendance of 300. He has a staff of 10 employees and many volunteers. All of the participants have a disability. Lewis knows the program inside and out and people listen to him. He is able to deal with difficult situations because of the respect the participants have for him. This change in the program would create a safety issue. I am not sure what the participants would do. We have always planned breaks so there is less impact (for example between sessions). The program is held on Friday nights 6:30PM – 9:30 PM.

→**Carol Meyers – Site Supervisor for Buen Viaje Dancers – Student and over 5 years experience.** Carol works with 12 participants who have a disability. The group is a very visible group that performs and does workshops in dance for many schools. Carol serves as driver and assists in the dance choreography. The program meets on Fridays and Mondays 7:30AM – 1:00PM. This would be the least impacted. We could get another employee to fill in.

→**Heidi Hunter, Site Supervisor for Loma Linda Teen and Afterschool Program - Master's student, Recreation Therapist with over 5 years experience.** Heidi works with our teens with disabilities (25 participants) and the local Afterschool kids (60 participants). She working on her thesis and doing assessment on the well being of individuals in recreation program. She is also working with the local school on a literacy program. She plans and implements activities for a

fully inclusive program. She is also responsible for 5 Medicaid Waiver State referrals. This requires 50 hours of training. The program would become a safety issue if Heidi were removed. We would have to cut the Medicaid Waiver Program, which would be a contract violation. Many parents would be upset.

→**Chris Rogers – Recreation Specialist for Loma Linda Teen and Afterschool Program – Student and Education Assistant for APS Special Education with over 7 years experience.** Chris has been with this program for 7 years (taking breaks as needed). The participants love him. He is a motivator and works well with participants who have behavior disorders. He is one of the staff who works with state Medicaid referrals. Training for working with participants from the state include 50 hours. This would be a safety issue. This would result in services being terminated for a State referred participant.

→**Benita Garcia – Recreation Specialist, Medicaid Waiver Staff.** Benita works at Loma Linda Center with a State referred participant. Benita has over 4 years experience (taking breaks as needed). She has the 50 hours training required to work with Medicaid participants. We would have to terminate services for a state referral. This would be a violation of contract.

**The second 1/3 cut would be:**

**Kendra Gibbs –** has 3 years experience, over 50 hours training and a background in nursing. She works well with our participants with autism.

**The third 1/3 cut would be:**

**Mario Barela –** Mario is our Disc Jockey at MerryMakers. He has been with the program for over 5 years. He also works at Loma Linda with a Medicaid Waiver participant.

**Ken Mangione –** Ken works with the Adults Social Club with Mary Lou. It would be a safety issue if we terminate Ken.

**Cathy Santillanes –** Cathy is the site supervisor for the McCollum site. This is a difficult site as it has many students with behavior disorders. Cathy has many years' experience. We need her for summer as well but I would not be able to continue the McCollum site without her. Parents would be very upset.

**I did not include most of the employees who are eligible for student status. If we have to include all the employees in school, we would have to cut some sites totally. Again, my recommendation is to convert to student status or temporary part-time if eligible. We are already short staffed. If we lose more employees, we will have to look at cutting services.**

**Cc: Valorie Vigil, Director  
Paula Ramsey  
JoAnn Borunda**



Department of Family and Community Services  
P.O. Box 1293  
Albuquerque, New Mexico 87103

Inter-office Memorandum

April 10, 2002

To: Pat Miller, Human Resources Director  
From: Valorie A. Vigil, Director *VAV*  
Subject: Procedural Problems in Hiring Temporary Staff

We have encountered a problem in trying to hire temporary staff for the Community Centers. The procedure developed for summer hire works well for seasonal and student employees. Student positions can work for us indefinitely, but **seasonal employees must be terminated within nine months of hire.**

However, we also have a need to hire temporary employees for the year round program. About 1 1/2 years ago, new temporary positions were created for the Playgrounds Program, with job specifications and pay scales, and most Playgrounds part-time staff were converted to these positions (see attached.) The intended next step was to apply them to the Community Centers needs and convert most of those staff to the new positions.

That step was never taken, and the result is that **we have no appropriate classifications for hiring temporary employees for the on-going Community Centers Program.**

We recommend that the temporary positions used by Playgrounds be extended to the Therapeutics and Community Recreation organization codes. We will create a new application packet for these positions, to be distinct from the summer hire application. This would need to be accomplished quickly. Please advise as to whether this can be done. Thank you.

Attachment

cc: Irene Garcia, Chief Fiscal Officer  
Bill Silva, Division Manager  
Paula Ramsey, Division Manager

## CONVERSION TO PERMANENT EMPLOYEES

### Five employee situations to consider:

#### Seasonal:

- < 9 months: Notify of last day of employment
- > 9 months but < 2 years: Convert to Temporary positions
- > 2 years: Create new PT-Perm positions; terminate employees; offer new position (56)

#### Temporary:

- < 2 years: Notify of last day of employment
- > 2 years: Create new PT-Perm positions; terminate employees; offer new position (232)

Total Positions Subject to Conversion:	288
Minus APD Crossing Guards:	<u>-117</u>
Number of Positions Left to Address:	<b>171</b>

### The Family & Community Services Model:

Of 65 seasonal and temp employees over 2 years, 55 new PT-Perm positions will be created.

This represents a 15% reduction in the number of positions.  $171 - 26 (15\%) = 145$

However, all were converted to 3/4 time (60 hours per pay period, from a range of 37.5 to 79.5).

This represents a 12.5% increase in the total number of part time hours.

### Applying these assumptions City-wide results in the Attachment:

All other departments will follow F&CS's model.

- Number of PT-Perm positions created will be 15% less than the current number of seas-temp positions.
- Part time hours will increase 12.5%, to 60 hours per employee per pay period.
- Grades, and grade distribution, will be similar to F&CS
- All new PT-Perm positions will be filled on or about 1 January 2004.
- All employees filling the new positions will serve a 6-month probationary period. (13 pay periods)
- All employees filling the new positions will move up to full pay coincident with FY 05 start. (26 pay periods)



**City of Albuquerque  
Department of Family & Community Services  
Albuquerque, New Mexico**

**TO:** Bill Silva, Division Manager  
**FROM:** Arnold R. Sena, Cluster Manager Centers/Program Manager Playgrounds  
**SUBJECT:** Upgrades  
**DATE:** June 12, 2002

The following Playground Program employees have been working at higher-level positions since January or February of this year. That's about the time the budget issues came to a head and we were not allowed to hire any new employees and upgrades were not being approved, so we needed to move people into higher positions even though we could not pay them the higher rate. This needed to be done in order to keep the program running smoothly. **All these individuals have more than proven themselves capable of doing the job they were put in. I would just like to be able to promote them to the job title/classification that they have been working at since February of this year.**

On the following employee list I included the employee name, ss#, current pay rate, current title, new title, site and position they have been working at and new pay rate. Here's the list.

CURRENT STATUS			
Name	SS#	Current Pay Rate	Current Title
Bogue, Crystal	<del>30000000</del>	\$ 5.50	Seasonal Worker I
Candelaria, Sara	<del>50000000</del>	\$ 6.15	Student Worker II
Casas, Veronica	<del>60000000</del>	\$ 6.15	Student Worker II
Cole, Calesia	<del>70000000</del>	\$ 6.15	Student Worker II
Garcia, Lucy	<del>80000000</del>	\$ 6.50	Rec. Leader (Temp)
Giron, Richard	<del>90000000</del>	\$ 8.00	Student Site Sup. II
Gomez, Patrick	<del>10000000</del>	\$ 5.50	Student Worker I
Maldonado, Bernadette	<del>11000000</del>	\$ 6.50	Temp. Rec. Leader
McCann, Adrian	<del>12000000</del>	\$ 8.00	Student Site Sup. II
Montoya, Pamela	<del>13000000</del>	\$ 5.50	Seasonal Worker I
Olguin, Elizabeth	<del>14000000</del>	\$ 7.15	Student Worker III
Roach, Nicole M.	<del>15000000</del>	\$ 6.15	Seasonal Worker II
Sandoval, Nathan	<del>16000000</del>	\$ 7.15	Student Worker III
Tijerina, Tanya	<del>17000000</del>	\$ 5.50	Seasonal Worker I

SHOULD BE SINCE FEB.		
Working as since Feb. New Title	Site	New Pay Rate
Asst. Site Sup. (Temp)	Lew Wallace (Asst. Sup.)	\$ 8.00
Student Supervisor II	Griegos (Asst. Sup.)	\$ 8.00
Student Supervisor III	Chaparral (Sup.)	\$ 9.00
Student Worker III	La Luz (Arts & Crafts Ins.)	\$ 7.15
Site Supervisor (Temp)	Tomasita (Sup.)	\$ 9.00
Student Supervisor III	La Luz (Sup.)	\$ 9.00
Student Supervisor III	D. Gonzales (Asst. Sup.)	\$ 8.00
Asst. Site Sup. (Temp)	Hodgin (Asst. Sup.)	\$ 8.00
Student Supervisor III	R. Chavez (Sup.)	\$ 9.00
Asst. Site Sup. (Temp)	Alvarado (Asst. Sup.)	\$ 8.00
Student Supervisor III	Kirtland (Sup.)	\$ 9.00
Asst. Site Sup. (Temp)	Tomasita (Asst. Sup.)	\$ 8.00
Student Supervisor II	Mitchell (Asst. Sup.)	\$ 8.00
Site Supervisor (Temp)	La Mesa (Sup.)	\$ 9.00

These are the two main reasons I haven't promote these individuals earlier.

1. Budget wouldn't allow it.
2. I've been very busy with summer program preparations and haven't had time to get this done.

I would like to have your approval on these upgrades, so these people **will continue** working with us this summer and this fall. **Please keep in mind that they have been working at a higher level since February of this year.**

Recommended By: \_\_\_\_\_  
Arnold R. Sena, Cluster Manager Centers/Program Manager Playgrounds

Approved By: \_\_\_\_\_  
Bill Silva, Division Manager

Approved By: \_\_\_\_\_  
Valorie Vigil, Director, Family & Community Services

### Discussion Notes re. Temp/Seas Promotional Procedure

1. **Positions are not even classified. This will set us up for lawsuits. Competitive selection of temp/seas employees may give them property rights (treating them as if they were classified positions).**
2. Hiring is a simple "summer hire" application process, with out department qualifying them. These people work a short, limited amount of time.
3. Promoting by our staff is legit, since they obviously have acquired the experience while at the lower level.
4. **It would be inadvisable to let a lot of employees know of "promotional opportunities", when Arnold already knows who he is going to select. This is "pre-selection", a concept which applies only to classified (i.e. "protected") positions. Should we also interview? We don't need to look like we're following "personnel procedures".**
5. In the Playground program, especially, staff are moved around all over the city, so the pool is too dynamic for this "announcing promotional opportunities" idea to make sense.
6. It's too time-consuming to work for this program. Safety will be an issue because of not being able to meet staff/participant ratios.
7. **We need to identify what she's gaining by doing this, and evaluate whether it's worth the cost.**
8. **What problems have occurred in the past that she's trying to save us from.**

**PROPOSAL FOR CONVERTING TEMP/SEAS EMPLOYEES TO  
UNCLASSIFIED, PART-TIME, PERMANENT EMPLOYEES 10/30/03**

About seventy (70) current employees need to be converted asap. They are working throughout the department, but primarily at Community Centers.

- 34 are in Community Centers.
- 19 are in Playgrounds/Latchkey/Job Mentors
- 4 are in Child Development
- 9 are in Maintenance
- 4 are in Therapeutic Recreation
- Most earn from \$5.50 and \$9.00 per hour; three earn \$12.00+; two earn \$14.00+
- Average number of hours worked varies widely

**We need 70 to 90 part-time, permanent employees, but we need them primarily at Playgrounds/Latchkey (where 35 scattered sites have only temp/student employees leading to instability/lack of continuity in program supervision).**

- 40 are needed at Playgrounds/Latchkey; 3/4 time positions
- 20 may be needed at Community Centers, but will not fill unless critically needed; 1/2 time positions
- 15 are needed at Therapeutic Recreation; 2 per site due to special skills needed; 3/4 time positions
- 12 are needed at Maintenance; 3/4 time positions
- 3 are needed for clerical support at various places in department

**We propose creating 70 unclassified, part-time permanent positions at 3/4 time; 20 more at 1/2 time, which would be withheld unless needed. They would receive the full range of benefits. Positions could be filled at either the I or II level as needed.**

- Position title will be Community Services Worker I or II; rate of pay will be \$7.00 and \$9.00.
- Job Specification for Community Services Worker I would be a slight modification of Seasonal Worker III specifications for Recreation, Clerical, and Laborer.
- Job Specification for Community Services Worker II would add in supervisory language from Seasonal Supervisor specifications.

**The Conversion of current employees would be accomplished via an expedited process. The employees who want these new jobs would be placed in the position most commensurate with their current wages. We would move the positions and their incumbents where we need them, and terminate more recent temp/seasonal employees as appropriate to achieve needed staffing patterns.**

**Hiring of new employees into the new positions would use the same process as currently is used for unclassified, part-time employees and temporary employees.**

**PROBLEM OF TEMP/SEAS EMPLOYEES OVER TWO YEARS**  
**Revised 10/31/03**

**THREE QUESTIONS:**

What solution is likely to generate the fewest and least costly lawsuits?

What solution will give the Department what it needs?

What are the other costs and risks of each solution?

**FOUR OPTIONS:**

1. Terminate all 70 temp/seasonal employees en masse.
2. Terminate all 70 temp/seasonal employees in waves or other increments, with notice, to soften the blow.
3. Continue as before, dealing with each lawsuit as it comes, with risk of strengthening the precedent set by the Kathy Quintana settlement.
4. Create permanent, part-time positions, at 3/4 time and 1/2 time and place all of the 70 who want them into the new positions. Offset the minimal cost increases with terminations of more recent hires.

With any option, the personnel/payroll system needs to be programmed to terminate automatically all temp/seasonal employees at DOH + 2 years, and send a termination letter.



Department of Family and Community Services  
P.O. Box 1293  
Albuquerque, New Mexico 87103

Mayor Martin Chavez

Valorie A. Vigil, Director

March 17, 2004

To: Patricia D. Miller, Human Resources Director  
From: Valorie A. Vigil, Director  
Subject: List of Temporary and Seasonal Employees Over Two Years

**Attached, please find a list of 37 employees who have exceeded two years of employment.** The list that was printed from the system was not current. Therefore, we removed names of employees who we know have already terminated their employment and who are in the process of being converted to student status.

**As we discussed, the 37 employees on the list should be sent notification of termination by April 16, 2004, for termination effective April 30, 2004.** The Division Managers are hiring temporary employees to replace them, and we believe that we will have adequate coverage by April 16, 2004.

Please let me know if you have any questions.

*Attachment*

cc: Gail Reese, Chief Financial Officer  
Michael Passi, Associate Director  
Arnold Sena, Division Manager  
Wayne Kennedy, Maintenance Manager  
Paula Ramsey, Division Manager  
JoAnn Borunda, Personnel Officer