

## **2021 History of Work Hour Changes and Recommended Procedures Summarized by Pam Corey, Chair Work Hour Committee**

This is a summary of Board and Membership actions regarding recommendations made by the Work Hour Committee over the course of their 18-month committee work. In some cases **Recommended Processes** were made by the Committee (and captured in this document) as to how the Board might implement the recommendations if they were accepted and passed by either the Board or Membership. The goal was to have some recommendations to the Board on how they might implement and carry through with, the work hour related changes. The Board has successfully implemented one of those processes, the Work Hour Incentive Program and basically followed another one, how to handle repeated non-performance of work hours.

### **Cost and Number of Hours Motions**

**First Touch December 2020 Board Meeting**

**Second Touch and passed January Board meeting**

**To RCYC All Mailing list December 23<sup>rd</sup>, PowerPoint at the January General Meeting**

**Articles in the February Foghorn**

**Items 1-4 were presented to and approved by a vote of the General Membership at the March 2021 General Meeting. Item 2 was subsequently rescinded after 6 months of use after recognizing that the concept of “an hour is an hour” and crediting members for hours worked away from the club more equitably than simply “awarding” hours, was working.**

1. Raise Work Hour requirement to 16 hours per year. Tod Bassham moved to increase the annual Work Hour Requirement for each Active Member from 12 hours per year to 16 hours per year effective June 11, 2021 making a total of 6 hours the first half and 8 hours the second half for a total of 14 in 2021, and then 16 hours each year beginning 2022.  
**Seconded and approved.**
2. Establish that each Active Member who is awarded hours complete at least 2 work hours/year down at the Club (e.g., dredging, work parties, other work activities). Tod Bassham moved to require each Active Member who is awarded hours to dedicate at least two hours of the required minimum to either (1) dredging or (2) work party or (3) work activity effective June 11, 2021. **Seconded and approved. Rescinded at the October 2021 Board Meeting.**
3. Increase the penalty for uncompleted work hours to \$100 per hour Tod Bassham moved to increase the penalty for failure to complete required work hours within the required six-month period from \$50 per hour to \$100 per hour effective with the third quarter billing after June 10, 2021, and then every 6 months thereafter with first and third quarter billing after the June 10 and December 10 cutoff dates for performing obligated work hours.  
**Seconded and approved.**
4. Add Bylaw language in Article IV, Section 3 that addresses repeated failure to perform work hours, notwithstanding charging for hours not completed. Ben Thomas moved to modify the wording of section 3a by adding wording as shown in **bold**. **Seconded and approved.**

BY-LAWS ARTICLE IV RIGHTS AND OBLIGATIONS OF MEMBERS: Section 3: Each active member, unless otherwise provided, shall be required to complete, equally with other members, annual work hours deemed necessary by the Board and approved by the membership, for the development and maintenance of club facilities. Each work hour not completed within the ~~period year~~ of assignment shall be billed to the member at an hourly rate to be established by the membership. Substitute performance of the work hour (sic) requirement may be arranged in advance with the approval of the Board of Directors. **Continued failure to perform the required work hours constitutes “objectionable conduct” and shall trigger BY-LAWS Article XX.**

**Recommended Process:** Separate from the By-law recommended change it becomes important that the Board be able to IMPLEMENT a viable work hour penalty for repeat offenders. The Committee recommends that the Board adopt a process to move forward Active Members who continue to not perform required work hours. A recommended process is:

At the first Board meeting after the end of each 6-month work hour recording period (5:00 PM June 9 and 5:00 PM December 9), the Vice Commodore shall identify to the Board a list of those Active Members who have, by their actions, failed to perform all required work hours within that 6-month period.

1. The Treasurer shall bill those Active Members in the next quarterly billing at the determined hourly penalty rate, on each work hour that was not completed during the 6-month period, regardless of whether the work hours were completed after the 6-month period.
2. For the first half of 2021, if Active Members have already repeatedly been delinquent in completing work hours in the 2018-2020 timeframe, and again do not perform 6 hours in the first half of 2021, then the Vice Commodore shall identify to the Board a list of those Active Members who are, by their actions, exhibiting objectionable conduct to trigger By-laws Article XX.
3. For subsequent years, beginning the second half of 2021, if an Active Member is on that list for a second consecutive time, then in addition to billing, then the Vice Commodore shall identify to the Board a list of those Active Members who are, by their actions, exhibiting objectionable conduct to trigger By-laws Article XX.

### **Allocation Motions**

#### **First Touch March 2021 Board Meeting**

#### **Second Touch and passed April 2021 Board meeting**

1. Each appointed Chair, Lead, Contact or Representative may earn actual hours worked on Club projects and receive credit, up to 14 hours each for Active Members and 16 hours each for all other Members on a 1-to-1 basis (one hour worked to one hour earned credit). Tod Bassham moved to adopt recommendation 1. **Seconded. PASSED.**
2. If approved by the appointed Chair or Lead, each Member may record earned hours on the approved projects on a 1-to-1 basis (one hour worked for one hour earned credit), up to a maximum of 14 for Active Members, and 16 for all other Members. Tod Bassham moved to adopt recommendation 2. **Seconded. PASSED.**

3. Allow the following Primary Contact positions earned hour credit on the same 1 to 1 basis as other positions, up to 14 hours each for Active Members and 16 hours each for all other Members.
  - Gate Access Codes
  - Member boat Keys and Emergency Contacts
  - Floral Arrangements
  - First Mate for organizing Ladies Dinner.

CJ Volesky moved to adopt recommendation 3. Seconded. CJ amended his motion to include the chef for the Ladies Dinner, if the chef is a member. **Seconded. Amendment PASSED. Amended Motion PASSED.**

4. Organize Appointees with Related Tasks into Informal Groups, and hold a meeting for all chairs and leads in January each year with the Commodore, followed by break-out meetings with the Board member assigned to each group. Tod Bassham moved to adopt recommendation 4. **Seconded. PASSED.**

#### **Recommended Process:**

##### **Proposed Groups:**

1. Environmental Program: Recycle, Clean Marina and Oil Recycle
2. Clubhouse: Grill, Galley, Clubhouse stewardship, Ice Program,
3. Membership Program: Recruitment, Support, Member Insurance, New member orientation, Gate Codes, Keys/Combos/Emergency Contacts, Reciprocals
4. Maintenance: Work Parties, Lighting Maintenance, Maintenance Monitor, Floating Dock Advisor, Moorage, Landscape Program, Ships Tools, Fire Prevention
5. Meetings: Education, Programs, Refreshments, Ships Stores
6. Budget Planning: Finance, Treasurer, Property Development and Long-Range Planning (they already do this in November, with the existing and future Board, Treasurer as Lead)
7. Staying Off the Bottom: Dredging, Work Boats,
8. Communications: Foghorn, Website, CRYA Liaison, WOOO Rep, Boat US/US Sailing/Others, Yearbook
9. On the Water: Cruise Chair, Race Captain, Fleet Captain
10. Coordination and Scheduling: Vice Commodore as Lead, Clubhouse Reservations, Social Activities, Racing Program, Work Party Program, Cruising

#### **Work Hour Incentive Program Motion**

##### **First Touch May Board meeting**

##### **Second Touch June Board Meeting**

Committee proposes creation of incentive program to encourage more members to complete and record extra work hours, and recognize those who put in many extra hours. Main incentive will be credit at the ships store. Tod Bassham moved to accept the recommendation to create the incentive program as described in the second touch draft (Attachment 10). Seconded. Question: who will administer the program? Answer: special committee formed of incoming and outgoing Commodores and Vice-Commodores. **Seconded and PASSED.**

**Recommended Process:**

At the end of each year, a committee formed of the incoming and outgoing Vice-Commodores and Commodores tally the numbers for each member, subtract the minimum number of work hours, and determine how many extra hours each member worked. The Committee may, in its discretion, apply a minimum threshold of extra hours that are eligible to earn Ships Store credit, to avoid thinning the soup too much. For example, the Committee might require that at least ten?? extra hours be worked before a member is eligible for credit under the formula.