

AGENDA ITEM 1 I  
Consent Item

**MEMORANDUM**

**DATE:** December 1, 2022

**TO:** El Dorado County Transit Authority

**FROM:** Maria Harris, Human Resources Manager

**SUBJECT:** Proposed Revisions to the **El Dorado County Transit Authority Personnel Policies and Procedures Manual**

**REQUESTED ACTION:**  
**BY MOTION,**

**Adopt Resolution No. 22-30 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) reviews its policies and procedures regularly for compliance with current state and federal laws, clarification of current policy language, as well as consideration of new policies and procedures based on best industry practices.

**DISCUSSION**

The most notable recommended revisions are noted in the attached document with bold and underline text. There is a strikethrough on items to be deleted. All other changes include formatting updates and grammatical errors. The full document of the El Dorado County Transit Authority Personnel Policies and Procedures Manual is available for review on our website or at the El Dorado Transit administrative office during normal business hours.

**FISCAL IMPACT**

None.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 22-30**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
EL DORADO COUNTY TRANSIT AUTHORITY  
UPDATING THE PERSONNEL POLICIES AND PROCEDURES MANUAL

**WHEREAS**, one of the El Dorado County Transit Authority (“El Dorado Transit”) key governance policies is the Personnel Policies and Procedures Manual (“Policies”); and

**WHEREAS**, the last revision to the Policy was on December 2, 2021; and

**WHEREAS**, the proposed Policy includes clarifications and revisions needed to comply with updated laws and regulations and incorporate Board approved policy changes.

**WHEREAS**, the proposed Policy has been updated to include all federal and state laws; and

**WHEREAS**, the proposed Policy improves readability and ease of use; and

**NOW, THEREFORE**, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the attached revised Personnel Policies and Procedures Manual of the El Dorado County Transit Authority.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of the Board held on the 1<sup>st</sup> day of December 2022, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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John Hidahl, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

## ARTICLE 2 – DRUG AND ALCOHOL POLICY

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### H. Testing Requirements

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for confirmed positive, substitute or adulterated rest result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory ~~rest-test~~ result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to El Dorado Transit. If a legitimate explanation is found, the MRO will report the test result as negative.

### Q. RESULT OF DRUG/ALCOHOL TEST

- 5) The second instance of a verified positive drug or alcohol ( $\geq 0.04$  BAC) test result on a random test shall result in termination from El Dorado Transit employment.
- 8) The cost of any treatment or rehabilitation services will be paid directly by the employee or the employee's insurance provider. The employee will be permitted to use accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act [if eligible](#).

### Safety Sensitive Employees Subject to Testing

Custodian  
[Dispatch Supervisor](#)  
Equipment Technician I & II  
Operations Manager  
Planning & Marketing Manager  
Maintenance & Facilities Supervisor  
Maintenance Technician  
Safety Coordinator  
Transit Dispatcher  
Transit Operator

## ARTICLE 4 – SPECIAL PAYS

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### 4.7 Uniform Allowance

[Transit](#) Operation Supervisors, [Dispatch Supervisor](#) and Transit Dispatchers are required to wear a uniform and will be provided the following items annually on a fiscal year basis:

[Transit Operations Supervisors](#) & [Dispatch Supervisors](#): \_\_\_\_\_

[Transit Dispatchers](#):

6 – Shirts

2 – Pants\*

1 – Jacket or Optional Item\*\*

\_\_\_\_\_ 4 – Shirts

\_\_\_\_\_ 2 – Pants\*

\_\_\_\_\_ 1 – Jacket or Optional Item\*\*

## ARTICLE 5 – PAID AND UNPAID LEAVE POLICIES

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### 5.14 California Family Rights Act (CFRA)

Under the California Family Rights Act (CFRA) an eligible employee is entitled to up to twelve (12) weeks of unpaid family/medical leave within any twelve (12) month period. The total amount of leave taken is twelve (12) workweeks in a twelve (12) month period, unless the employee is qualified for additional time for a disability due to pregnancy, childbirth, or related medical condition. The twelve (12) month period begins with the first day leave is taken. At the leave's conclusion, the employee will be restored to the same or an equivalent position, except as otherwise required by law or policy.

This leave does not run concurrently with leave provided under the California Pregnancy Disability Act. However, this leave may run concurrently with some leaves that qualify under the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

#### Eligible Employees

To be eligible for a leave under CFRA the employee must:

1. Have worked for El Dorado Transit for at least twelve (12) months; and
2. Have worked at least 1,250 hours in the last twelve (12) months prior to taking CFRA

## Reasons For Leave

The employee may take family/medical leave for any of the following reasons:

1. Birth of the employee's or the employee's registered domestic partner's child, or to care for a newly born child; or
2. Placement of a child with the employee and/or the employee's registered domestic partner for adoption or foster care; or
3. To care for a family member to include spouse, registered domestic partner, child (including adult child), registered domestic partner's child, parent, parent-in-law, grandparent, grandchild, ~~or sibling~~ or designated person with a serious health condition; or

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## ARTICLE 6– EMPLOYMENT BENEFITS

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### 6.2 Health Benefits/Eligibility

Eligible full-time and part-time employees may enroll in an El Dorado Transit sponsored benefit plan on the first of the month following their date of hire or as allowed per insurance summary plans. Employees may elect to receive medical, dental and vision benefits under El Dorado Transit Employee Health Care Plan(s).

The goal of El Dorado Transit is to manage impacts of health plan costs based on both the agency's budget and fluctuating health care costs.

El Dorado Transit shall annually adopt by resolution the cost sharing for health insurance premium contribution rates. El Dorado Transit's contributions shall be 80% and the employee's contribution shall be 20% of the premium. El Dorado Transit shall adjust their contribution based on any premium change for the new calendar using the PERS ~~Choice~~ Platinum plan rate. El Dorado Transit's premium contributions may be adjusted due on budgetary constraints and adopted by resolution.