

AGENDA ITEM 1 F  
Consent Item

**MEMORANDUM**

**DATE:** December 7, 2023  
**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. 23-27 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual regarding policy revisions and updates**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) reviews its policies and procedures on a regular basis 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**

Updates and changes to the El Dorado County Transits Authority Personnel Policy and Procedure Manual are presented for consideration.

The recommended revisions are illustrated in the attached document with bold, strikethrough and underline text. The full document is available for review on our website at <https://eldoradotransit.com/board-meeting/december-7-2023> or at the El Dorado Transit administrative office during normal business hours.

All revisions have been thoroughly reviewed by legal counsel.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 23-27**

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

**WHEREAS**, one of 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 1, 2022; 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 7<sup>th</sup> day of December 2023, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jackie Neau, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board