

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: December 5, 2024
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. 24-25 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 an 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

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

The recommended revisions are illustrated with bold, strikethrough and underline text. The full document is available for review on our website at <https://eldoradotransit.com/board-meeting/december-5-2024> 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. 24-25**

**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 7, 2023; 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 5th day of December 2024, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board