

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: February 1, 2018
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. 18-04 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to necessary changes updating job classifications referenced throughout

BACKGROUND

A proposed administrative and policy revision to the El Dorado County Transit Authority Personnel Policies and Procedures Manual is presented for consideration

The El Dorado County Transit Authority (El Dorado Transit) reviews its policies and procedures on an annual basis in an effort to stay in compliance with current state and federal laws, clarify current policy language, as well as consider adopting new policies and procedures based on best industry practices.

The full draft document with strikethrough for deletions and bold for additions of the El Dorado County Transit Authority Personnel Policies and Procedures Manual is available for review at <http://eldoradotransit.com/wp-content/uploads/2018/01/PPPM-2018-Draft.pdf>.

DISCUSSION

Necessary changes are needed to update all job classifications that recently had title changes as a result of the Classification Study completed on October 24, 2017 and adopted by the Board on December 7, 2017.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-04**

**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, 2017; and

WHEREAS, the proposed Policies includes clarifications and updates needed to comply with updated laws and regulations and incorporate Board approved policy changes; and

WHEREAS, the proposed Policies will update all changes to reflect new job classifications reference throughout the Personnel Policies and Procedures Manual;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the attached updated 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 1st day of February 2018, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

El Dorado County Transit Authority Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board