

AGENDA ITEM 1 K
Consent Item

MEMORANDUM

DATE: April 5, 2018

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Removal of “Bilingual Pay” option from the Personnel Policies and Procedure Manual and Office Assistant II Job Classification

REQUESTED ACTION:

BY MOTION,

- 1. Adopt Resolution No. 18-12 revising the Adopted El Dorado County Transit Authority Personnel Policies and Procedures Manual**
- 2. Adopt and Approve Revised Office Assistant II Job Classification**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) currently provides the Office Assistant II Job Classification with the option of Bilingual Pay Differential.

ARTICLE 4.10: Bilingual Differential:

An employee that utilizes bilingual skills as a required component of the employee’s job duties and is necessary in the delivery of El Dorado Transit services shall be paid a bilingual differential.

El Dorado Transit has not had an employee paid under this policy since February 2013 and has since utilized Language Line Solutions to assist interpreting with Spanish speaking clients.

After review of the amount of time spent on bilingual calls during the course of six (6) months from September 2017 through February 2018, staff has determined the Bilingual Pay Differential (BPD) is not necessary for operational purposes.

DISCUSSION

Staff examined calls received during the last six (6) months that required assistance from the Language Line Solutions. The findings are as follows:

- Eleven calls received that required translator services from September 2017 – February 2018. That is an average of 1.83 calls per month
- Total of 19,000 calls received from September 2017 – February 2018. That is an average of .05% of the total calls that required a Spanish translator

Over the last six (6) months from September 2017 through February 2018, the average numbers of calls that required interpreting services for Spanish speaking customers was .05% of the total call volume. The cost to maintain the service for the last six (6) was on average \$11.60 per month. Total annual cost is approximately \$140.00.

The current BPD Policy and Salary Schedule provides an additional \$1.00 per hour for an Office Assistant II who speaks fluent Spanish. A full-time employee within this position works on average 2080 hours per year at a starting salary of \$15.36 (step 1) an hour, plus an additional \$1.00 an hour for the BPD. The incumbent would earn an additional \$2,080.00 annually or \$173.33 a month and they would only utilize their skill approximately .10% of their time.

Additionally, El Dorado Transit would have to maintain the Language Line Service, to cover absences and additional languages.

El Dorado Transit staff has concluded that it is no longer necessary for the current job classification of Office Assistant II to include the pay option of Bilingual Differential due to the insignificant amount of time spent utilizing this skill and the minimal cost to maintain Language Line Solutions. Staff recommends **ARTICLE 4.10 Bilingual Differential** be removed from the current Personnel Policies and Procedures Manual and from the Office Assistant II job classification. A revised salary schedule is included on Agenda Item 1L and will be updated accordingly upon approval and adoption of the recommendation.

With removal of this pay differential option, there is no monetary impact at this time considering we do not have any employees who are currently classified to receive this pay.

FISCAL IMPACT

None

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-12**

**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 February 1, 2018; 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 revised Personnel Policies and Procedures Manual of the El Dorado County Transit Authority, attached hereto as Attachment A.

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 April 2018, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

4.10 — Bilingual Differential

~~An employee that utilizes bilingual skills as a required component of the employee's job duties and is necessary in the delivery of El Dorado Transit services shall be paid a bilingual differential.~~

ARTICLE 5 – PAID AND UNPAID LEAVE POLICIES

Employees are expected to be at work at scheduled times. To ensure accountability and the integrity of public service, all employees are expected to account for their absences from work. Leave time is chargeable in increments of one-tenth (1/10) of an hour.

In cases where an employee knows in advance of the need to take a leave, the employee shall complete a Leave Request Form in advance of the requested time off and receive approval for use of the leave time prior to its use.

Leave shall be subject to approval by the employee's supervisor, and scheduled in advance whenever possible, with due regard for the service needs of El Dorado Transit and the employee's workload.

El Dorado Transit may employ any reasonable measure to ensure employees have properly accounted for leaves, including requiring reasonable proof that the basis for the leave is legitimate. Abuse of leave privileges, including but not limited to working for a secondary employer while on sick leave or using sick leave while an employee is on vacation, may subject an employee to disciplinary action, up to and including termination.

5.1 Vacations

For purposes of this section, one year shall be equivalent to twenty-six (26) bi-weekly pay periods of continuous service.

Accrual Rates and Maximum Accumulation

Every full-time and part-time employee shall accrue and accumulate vacation leave with pay as follows:

Each full-time and part-time employee with less than four years continuous service shall accrue vacation credit at the rate of .03875 an hour for each full hour in pay status (equal to 3.1 hours for full-time in a full pay period). In no case shall an employee with less than four years continuous service accumulate more than 240 hours vacation leave.

Each full-time and part-time employee with four years or more continuous service shall accrue vacation credit at the rate of .05875 hour for each full hour in pay status (equal to