

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: June 7, 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. 18-17 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions.

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.

Revisions are noted in the following excerpts as separate documents with bold and underline text. There is a strikethrough on items to be deleted. *The full document of the El Dorado County Transit Authority Personnel Policies and Procedures Manual is available for review at the El Dorado Transit offices during normal business hours.*

DISCUSSION

SUMMARY OF RECOMMENDED CHANGES:

Page 50 Article 4.10.Special Pays – **Designated Trainer Pay (new policy)**

Any employee that is assigned as a Designated Trainer to train a newly hired employee, to provide remedial training or other training as determined by Transit, except for route training, shall be compensated an additional \$.50 per hour for the actual time spent training. Designated Trainers are employees specially trained to

conduct training. Employees may be assigned as a Designated Trainer at the sole discretion of Transit and must be so assigned to qualify for Designated Trainer Pay.

Page 87 Article 7.9 Dress Code

Work attire should complement an environment that reflects an efficient, orderly, and professionally operated agency internally and to the public. This policy is intended to define appropriate casual business attire during normal business operations Monday through ~~Thursday and casual attire on~~ Fridays. Employees scheduled to work on Saturdays and Sundays are expected to dress in accordance with the uniform guidelines.

All employees should exercise sound professional judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. El Dorado Transit's objective is to sustain an appropriate dress practice that is conducive to our business environment.

~~Casual attire may be permitted on Fridays.~~ Employees should ~~still~~ be well dressed and serve as good representatives for the agency. All clothing should be without holes, wrinkles and stains; shoes should be presentable and clean. El Dorado Transit reserves the right to continue, extend, revise or revoke this policy at its discretion.

If uniforms are provided, employees must wear them in accordance with department guidelines. Operations staff must wear closed toed/ closed heel shoes at all times while on Transit property for safety reasons; athletic shoes are acceptable to wear.

Sample Unacceptable Attire

- Plain, Tie-dye or pocket T-shirts
- Cutoffs
- Tattered or faded jeans or shorts
- ~~Blue jeans or denim style pants~~
- Mini skirts
- T-shirts with logos
- Workout clothes (sweats, jogging suits, sports bras, athletic shoes)
- Beach wear, sun dresses
- Beach shoes (flip flops or thongs)
- Open heel shoes
- Pull on slipper style boots (e.g. UGGS, Bear Paw, Mukluks)
- Spandex or Lycra such as biker shorts
- Tank tops, tube tops, halter tops with spaghetti straps (unless worn with a sweater)
- Midriff length tops
- Revealing or provocative attire; see through blouses, shirts, or dresses

- Off-the-shoulder tops
- Evening wear
- Pajama tops or bottoms
- Any clothing or shoe that pose a safety risk

*This list is not all inclusive and is subject to change at the discretion of the Executive Director or his/her designee.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Requests for advice and assistance in administrating or interpreting this guideline should be directed to your immediate supervisor or a manager.

Enforcement

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps in most cases, however management reserves the right to take proper action which does not require the below steps if an employee is already on written warning or the violation is severe:

1. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If the department supervisor/manager observes a violation of this policy, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

Review and Revision

The Executive Director reserves the right to rescind and/or amend this and all El Dorado Transit policies, at any time.

Jewelry and Tattoos

Due to our growing effort to present El Dorado Transit professionally; and our continued commitment to our customer base, El Dorado Transit may require that an employee cover a visible tattoo or cover/remove a visible body piercing to maintain Transit's dedication to professional personal appearances in our service

community. Jewelry that may pose a conflict, personal safety risk to self or others or that are deemed outside of corporate or societal norms shall not be permitted.

All visible tattoos shall be in good taste with limited visible body piercings such as face and tongue piercings. If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such removal of excess or offensive jewelry, covering of tattoos or other reasonable means to resolve the conflict.

Personal Hygiene, Make-up, Perfume and Cologne

Maintaining a professional, business-like appearance is very important to the success of El Dorado Transit. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Makeup, perfume and cologne should be kept to a minimum. Some employees and/or customers may be allergic to the chemicals in perfumes and make-up. Please use these products with restraint.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-17**

**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 April 5, 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 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 7th day of June 2018, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board