

AGENDA ITEM 1 G
Consent Item

MEMORANDUM

DATE: August 2, 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. 18-29 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.***

The El Dorado County Drug & Alcohol Program has been updated with the most current contact information for all vendors. Additionally, the 457 Deferred Compensation Policy did not reflect language adopted in June 2006 and must be added back.

DISCUSSION

SUMMARY OF RECOMMENDED CHANGES:

Page 30 Article 2 – Drug & Alcohol Policy; Section U – System Contacts

U. SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individuals(s).

El Dorado Transit Drug and Alcohol Program Manager

Maria Harris, Human Resources Manager
6565 Commerce Way
Diamond Springs, CA 96519
(530) 642-5383 x 209 or mharris@eldoradotransit.com

Medical Review Officer

MRO Express/Phillip Lopez, M.D.
3501 So 185th Avenue
Miramar, FL 33029
Or as designated by third party administrator

Substance Abuse Professional

~~Balance Works (EAP) Ms. Deborah Duell-Stephens LMFT SAP~~
~~427 A Street Suite 400~~
~~Lincoln, CA 95648-1976~~
~~(800)327-2255 (916)408-6618~~
~~www.eniweb.com www.lighthousefrc.org~~

HHS Certified Laboratory Primary Specimen

~~AP Quest Diagnostic~~
~~7600 Tyrone Avenue 3175 Presidential Drive~~
~~Van Nuys, CA 91405 Atlanta, GA 30340~~
Or as designated by third party administrator

Consortium

Advanced Drug and Medical Screening (ADM)
279 Placerville Drive, Suite C
Placerville, CA 95667

Page 79 Article 457(f) Non-Qualified Deferred Compensation Plan

El Dorado Transit provides eligible top-hat employees with a 457(f) nonqualified deferred compensation plan for additional long-term savings for retirement. El

Dorado Transit's contribution, if any, is determined by the employer on an annual basis.

Employees can obtain a copy of the Summary Plan Description containing the details of the plan including eligibility and benefit provisions from Human Resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for employee review, shall govern. If employees have any questions regarding this plan, they should see the plan administrator.

Management Employees

El Dorado Transit will make a dollar for dollar annual matching contribution to deferred compensation (457 Plan) accounts on behalf of participating management employees in an amount not to exceed four hundred dollars (\$400.00) per calendar year.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-29**

**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 June 7, 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 2nd day of August 2018, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board