

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: October 4, 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. 18-31 revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual with regard to policy revisions and additions.

BACKGROUND

The El Dorado County Transit Authority Board of Directors approved new policy language regarding Designated Trainer pay in the amount \$.50 per hour on June 7, 2018, however. After careful review and consideration of the compensation offered for this designation, staff recommends adjusting the amount to be commensurate to the skills and responsibility required for this particular designation.

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

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~~ \$2.50 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.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-31**

**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 August 2, 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 4th day of October 2018, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board