

AGENDA ITEM 2 B  
Action Item

**MEMORANDUM**

**DATE:** February 6, 2020  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** Revisions to the **El Dorado County Transit Authority Personnel Policies and Procedures Manual**

**REQUESTED ACTION:**  
**BY MOTION,**

**Adopt Resolution No. 20-03 approving the El Dorado County Transit Authority Personnel Policies and Procedure Manual with revisions and additions**

**BACKGROUND**

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, to clarify current policy language and to update or adopt new policies and procedures based on best industry practices.

**DISCUSSION**

Updates and changes to the El Dorado County Transit Authority Personnel Policies and Procedures Manual are presented for consideration.

Revisions are noted in the draft Policy as bold, underline and strikethrough. There is a strikethrough on items to be deleted. The full document is located on our website at <https://eldoradotransit.com/board-meeting/february-6-2020> for reference and is available for review at the El Dorado Transit during normal business hours.

The draft Policy has been reviewed and approved by legal counsel.

**FISCAL IMPACT**

None.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 20-03**

**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 October 4, 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 6<sup>th</sup> day of February 2020, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
El Dorado Country Transit Authority Chairperson

ATTEST:

\_\_\_\_\_  
Megan Wilcher, Secretary to the Board