



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Revised Personnel Board Policy Instructions (PI 110, 111, 113)

MEETING DATE: June 27, 2018

PREPARED BY: Lauren Tapia, HR Manager/District Clerk

RECOMMENDED ACTION: Review and approve the following revised Board Policy Instructions:

- Policy Instruction 110 – Personnel Policies
- Policy Instruction 111 – Employee Conduct
- Policy Instruction 113 – Organizational, Hiring and Pre-Employment Policies

DISCUSSION: As the District’s Human Resource Manager, one of the first tasks that was tackled was to update the District’s Personnel Board Policy Instructions. The last time these polices were reviewed/revised was May of 2011, many State laws have significantly changed since then, for example the California Sick Leave Law. The District also recently updated its Anti-Harassment policy with more robust and up to date language, therefore the Board Policy Instructions that refer to harassment have been updated as well. The various revisions made to the policy instructions are highlighted in yellow. These Policy Instructions have been reviewed and approved by Mr. Kevin Smith, General Manager as well as Mr. Kevin Dale, the District’s HR legal counsel.

WHAT’S NEXT: Once the above personnel policies are approved by the Board of Directors, they will then be used to help update the District’s Employee Handbook. The revised Employee Handbook is slated to be completed in the Fall of 2018.

SAMPLE MOTION: Approved by Consent: I move to approve the following revised Personnel Board Policies: Policy Instruction 110, Policy Instruction 111, and Policy Instruction 113.

ATTACHMENTS:

Policy Instruction 110 – Personnel Policies

Policy Instruction 111 – Employee Conduct

Policy Instruction 113 – Organizational, Hiring and Pre-Employment Policies