

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

## PI NUMBER 110

Effective: April 13, 1993  
Revised: February 28, 1995  
July 25, 1996  
May 27, 2004  
May 26, 2011  
June 27, 2018  
Replaces PI Numbers: 110.1  
110.4  
110.5  
110.6

**SUBJECT:** PERSONNEL POLICIES

**PURPOSE:** To establish District policy for conditions of employment, including, but not limited to: hours of work, overtime pay, paid time off, evaluations, absences due to illness or injury, drug and alcohol testing, and employee conduct.

### **POLICY:**

1. The Truckee Tahoe Airport District is an Equal Opportunity Employer. The District is also an "at will" employer in that no contracts of employment are executed with employees. The General Manager, except as otherwise provided by the Board of Directors, has full power to: employ and discharge all employees and assistants, prescribe their duties, and to fix their compensation within ranges approved by the Board.
2. The Normal Work Week is 8 hours per day, 40 hours per week. **Exempt employees are expected to work at least 40 hours per week.** Due to the need to keep the Airport open 7 days per week, Operations/Maintenance employees will be assigned an "Operations Work Week" by the Manager. When possible, all employees will have two consecutive days off per week.
3. Employee Classifications include Regular Full-time, Regular Part-time, On-call, and Temporary/Seasonal. Regular full-time employees are entitled to certain benefits, including, but not limited to: paid vacation, holidays and sick leave. Regular Part-time and Temporary/Seasonal employees are entitled to earn sick time per the California Paid Sick Leave Law (please see section 7 for further clarification).
4. Overtime Pay will be paid to all non-exempt employees at a rate of 1.5 times their regular rate of pay for all hours worked in excess of forty hours per week. Vacation, holiday and sick leave hours are not counted towards a forty hour week for overtime pay purposes.
5. Paid Vacation may be earned by regular full-time employees on a pro-rata basis per pay period based on the following schedule:

YEARS OF SERVICE	HOURS EARNED PER YEAR	
	Non-exempt Employees	Exempt Employees
1-4	80	160
5-9	120	200
10-14	136	216
15-20	160	240
More than 20	Additional 8 hours per year of service	

A maximum of 240 vacation hours may be accumulated by non-exempt employees. If at that time an employee has not used vacation, he/she will not earn paid vacation until he/she has fewer than 240 hours accumulated. A non-exempt employee who leaves the District shall be paid for accrued vacation up to 240 hours at his/her current wage rate. Vacation may be used during the first six months of employment at the discretion of the General Manager, however, no further vacation may be granted until the employee accrues a positive balance sufficient to cover a subsequent vacation. Vacation must be scheduled in advance and approved by the employee's supervisor.

For non-exempt employees, vacation or sick leave will be charged to equal the normal shift hours. If an employee is not present for any partial or whole day, vacation or sick hours will be used to total the number of hours regularly scheduled. The only exception is for employees who arrive late for a shift: they will not be able to use vacation or holiday bank time to cover the time they were late for their shift, unless approved by a supervisor.

Exempt-status salaried employees will receive an additional two (2) weeks paid vacation as an added benefit for the additional hours of work that is expected from them during certain times of the year. Regardless of hours worked, or earned, this time will be accrued by the exempt-status salaried employee per pay period. If an exempt-status, salaried employee works a partial day, they will not be docked for hours not worked for that day. However, all exempt salaried employees must have prior approval from their superior for any partial days off. Exempt-status salaried employees' full days off will be charged to vacation, sick time, holiday time, or subject to time off without pay. Exempt-status salaried employees may accumulate a maximum of 360 vacation hours. If at that time an employee has not used vacation, he/she will not earn paid vacation until he/she has fewer than 360 hours accumulated. An exempt-status employee who leaves the District shall be paid for accrued vacation up to 360 hours at his/her current wage rate. Vacation may be used during the first six months of employment at the discretion of the General Manager, however, no further vacation may be granted until the employee accrues a positive balance sufficient to cover a subsequent vacation. Vacation must be scheduled in advance and approved by the employee's supervisor. The General Manager's vacation must be scheduled in advance and approved by the Board President, or in his/her absence, the Board Vice-President.

6. Sick Leave for Regular Full-Time Employees: Sick leave shall be credited to regular full-time employees in good standing on the basis of one eight (8) hour day for each month of service.

Employees may request sick leave if a member of his/her immediate family is ill, or there has been a death in the family and the employee's attendance is needed. Time away from work due to non-work related or work related illness or injury shall be paid out of accrued sick leave, or other form

of accrued leave benefits. After accrued benefits are exhausted, such absence shall be unpaid by the District.

Accrued paid sick leave may be used for diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. Or for an employee who is a victim of domestic violence, sexual assault, or stalking: to obtain or attempt to obtain any relief, including, but not limited to a temporary restraining order, or an injunctive relief, to help ensure the health, safety, or welfare of the victim or his/her child; to seek medical attention for injuries caused by violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or crisis center; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions to increase safety from future violence, sexual assault, or stalking, including temporary or permanent relocation.

"Immediate family member" includes: spouses, registered domestic partners, grandparents, grandchildren, siblings, children, and parents as defined by law.

If an employee leaves the District in good standing, or retires, the employee may be paid for sick leave accumulated at the employee's ending pay rate, up to a maximum of 240 hours.

Upon retirement, an employee may convert accrued unused sick leave to service credit in accordance with the CalPERS contract provisions and applicable law. The employee may choose to buy service credit, receive payment of a lump sum computed in accordance with the prior paragraph, or both.

A written statement from a physician may be required by the General Manager if abuse of sick leave privileges is suspected. Any unauthorized use of sick leave constitutes abuse and may result in disciplinary action, from probation to immediate dismissal of the employee concerned.

**7. Sick Leave for Regular Part-Time Employees and Temporary/Seasonal Employees:** Sick leave shall be credited to regular part-time employees and temporary/seasonal employees per the California Paid Sick Leave Law. Regular part-time employees and temporary/seasonal employees will accrue 1 hour of sick leave for every 30 hours worked, and may use up to a maximum of 24 hours (3 days) of sick leave per calendar year. Eligible employees are entitled to use accrued paid sick leave beginning on the 90<sup>th</sup> day of employment. Regular part-time employees and temporary/seasonal employees may accrue up to a maximum of 48 hours (6 days) of sick leave in their sick leave banks.

Accrued paid sick leave may be used for diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. Or for an employee who is a victim of domestic violence, sexual assault, or stalking: to obtain or attempt to obtain any relief, including, but not limited to a temporary restraining order, or an injunctive relief, to help ensure the health, safety, or welfare of the victim or his/her child; to seek medical attention for injuries caused by violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or crisis center; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions to increase safety from future violence, sexual assault, or stalking, including temporary or permanent relocation.

"Family members" include: spouses, registered domestic partners, grandparents, grandchildren, siblings, children, and parents as defined by law.

Employees will not be discriminated or retaliated against for taking or requesting leave in accordance with this policy.

Accrued, but unused sick leave will not be paid out at the end of employment. If an employee is separated and rehired by the employer within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated and the employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional sick days upon rehiring.

8. Availability. Excessive absenteeism is a detriment to the operations of the Airport, and an inconvenience to those who must cover for an absent employee. The District will therefore keep a record of availability of each employee for his or her scheduled shift. If, within any six month interval, an employee has three (3) separate occasions where he or she is unavailable for work because of failure to show without notification, or inability to contact when scheduled on call, that person shall be considered unfit for his/her position. At the General Manager's discretion, the employee may be placed on probation, issued a written warning, suspended, or terminated.

Note: Any of the above actions could cause the employee to be considered "not in good standing" and subject to loss of all sick leave benefits upon termination.

9. Military Leave. The District provides military leave in accordance with State and Federal law.
10. Volunteer Firefighters, Peace Officers, Emergency/Rescue Personnel, Civil Air Patrol Volunteers or Other Philanthropic Organization, as approved by the General Manager. No employee will be disciplined for seeking time off to perform duty as required by various emergency organizations; however employees must be aware that the needs of the District come first. Such time off will be unpaid, unless the employee chooses to use their accrued vacation.
11. Jury Duty. Time off with a regular day's pay shall be granted to employees for each scheduled work day spent in court by a summons to appear, up to a maximum of two weeks. The summons and a "Time Released Note" from the Clerk of the Court are required for General Manager's authorization.

12. Absence without Pay may be granted if requested by the employee in advance, subject to the discretion of the General Manager.
13. Extended Leave of Absence. The General Manager may grant a leave of absence without pay, for a period of not less than thirty (30) days and not longer than 12 weeks for illness, disability, maternity, or personal reasons, except as provided for in applicable state or federal law. The General Manager may grant an extension not to exceed an additional six (6) weeks. Extended leave will be granted only after accrued vacation and sick leave hours have been exhausted. Payment of employees' medical and other benefits will be provided only for the maximum legal requirement which is usually 12 weeks pursuant to the Family and Medical Leave Act and California Family Rights Act. Employees who do not have any vacation or sick leave to use shall be required to pay all of their health insurance costs.
14. State and Federal Leave Laws. The District shall adhere to applicable state and federal laws governing certain types of absences.
15. Non-work related or work related illness or injury. If a medical leave of absence is required by the employee's attending physician, paid sick leave, or other accrued leave benefits will be coordinated with State Disability Insurance benefits or Workers' Compensation Insurance benefits, in an effort to minimize the impact of the leave of absence for both the employee and the District. Benefits will be coordinated in such a way that the total sick leave benefits (or other accrued benefits) paid by the District, and those received from State Disability Insurance or Workers' Compensation Insurance will not exceed 100% of the employee's regular weekly wage, based on the regular straight-time hourly rate of pay. Once accrued leave benefits are exhausted, an employee will only receive the benefits provided by Workers Compensation or State Disability Insurance.

There may be a lapse in time before Workers' Compensation or State Disability Benefits are forwarded to the District. In the interim, the District may apply 100% of the employee's accrued benefits to each pay check, and restore such accrued benefits to the employee in the amount later paid by Workers' Compensation or State Disability Insurance. Should any payment in excess of accrued benefits be made by the District for any reason, the employee shall reimburse the District for such overpayment.

Employees may elect to be compensated pursuant to this policy instruction by providing a written request to the District as soon as possible. Written requests received later than three days prior to the end of the pay period shall become effective beginning with the next pay period.

An employee's benefits shall not accrue if an employee is absent without pay or on an extended leave of absence for a work-related or non-work related injury or illness. An employee's benefits shall accrue otherwise as defined in this Policy.

16. Holiday Pay is paid at regular time for the following days:

<b>HOLIDAY</b>	<b>OBSERVED</b>
<i>New Year's Day</i>	<i>January 1<sup>st</sup></i>
<i>Martin Luther King Day</i>	<i>Third Monday in January</i>
<i>President's Day</i>	<i>Third Monday in February</i>
<i>Memorial Day</i>	<i>Last Monday in May</i>
<i>Independence Day</i>	<i>July 4<sup>th</sup></i>
<i>Labor Day</i>	<i>First Monday in September</i>
<i>Columbus Day</i>	<i>Second Monday in October</i>
<b>HOLIDAY</b>	<b>OBSERVED</b>
<i>Veterans' Day</i>	<i>November 11<sup>th</sup></i>
<i>Thanksgiving</i>	<i>Last Thursday in November</i>
<i>Day After Thanksgiving</i>	<i>Last Friday in November</i>
<i>Christmas Day</i>	<i>December 25<sup>th</sup></i>

All regular full-time employees shall accrue eight (8) hours in a Holiday Bank at their standard rate for the eleven holidays regardless of the work schedule. If an employee is scheduled to work on a holiday, he/she may accumulate the time in their Holiday Bank up to a maximum of 80 hours; employees who do not work the holiday will be paid out of their Holiday Bank. Non-exempt employees may request payment of hours in their Holiday Bank at any time by submitting a request in writing to the Director of Finance and Administration.

17. Time Cards. In order to provide the proper audit trail and to account for all paid hours for each District employee, a time and attendance system will be put in place. Salaried employees may be excused from clocking in and out, but a time off taken must be submitted on a biweekly basis. Non-exempt employees shall approve their time sheet at the end of each biweekly pay period, and then the time submitted will be reviewed and approved by their supervisor. Any overtime must be approved in advance of the end of the pay period. Employees who fail to clock in or out must have their supervisor enter an adjustment to record the appropriate time prior to the end of the pay period.

18. Formalized Training and Education for employees may be approved by the General Manager not to exceed the annually budgeted amount in the Payroll and Employee Benefits section of the Annual TTAD Budget. Non-exempt employees will be paid for time spent in District required training and classes. Non-exempt employees will be paid for travel time to and from the training in accordance with the law. All employees must indicate on their timesheets the time spent in training and traveling to/from training. All associated lodging and out of pocket expenses will be reimbursed by the District upon completion of a travel expense report documented with receipts for all claimed expenses.

19. Temporary/Seasonal Employees shall not earn any paid vacation, or holiday pay. No pay shall be granted for Jury Duty. Absence without pay shall be at the discretion of the General Manager.

20. Evaluations.

- a. The General Manager will identify duties for each employee in writing. Each employee will be informed of expectations, objectives, goals, and who will be evaluating them within a reasonable period after beginning the evaluation cycle. This initial counseling will be performed in writing by the first line evaluator.
- b. The General Manager, or his designated representative, will evaluate performance throughout the year and complete a written appraisal for each employee between December 1 and January 31 of every year. Performance feedback and evaluations will be in writing on forms prescribed by the General Manager. The evaluator(s) and employee shall sign the form after discussing the employee's performance.
- c. The General Manager determines performance awards, and recommends cost-of-living adjustments to the Board by the regularly scheduled May Board meeting. All approved cost-of-living adjustments should become effective by July 1.
- d. The General Manager, or designated representative, may conduct unscheduled evaluations at their discretion. The General Manager may adjust wages or salary for unsatisfactory performance at his/her discretion.
- e. The General Manager's review shall be conducted by the Board of Directors.
- f. In preparation for the General Manager's evaluation, he/she shall prepare annual goals and objectives. The goals and objectives will be offered for the Board's considerations at the earliest date possible after the November/December regular Board meeting, but in no case later than the regularly scheduled January meeting. The goals and objectives will be reviewed and/or amended by the Board of Directors. The product of this review will set the direction for the GM through the ensuing year and be the basis for his/her annual review.

21. Drug and Alcohol Testing

INCIDENT DRIVEN

The District requires each employee to successfully complete a urinalysis and/or other drug/alcohol test if the employee is involved in any accident or incident that causes damage to property or persons, including the employee. A drug/alcohol test will be uniformly administered unless there is overriding evidence that it is not appropriate. Employees will be allowed to obtain their test results.

The District requires each employee in any position to successfully complete a urinalysis and/or other drug/alcohol test when there is reasonable suspicion to believe that the employee is using or under the influence of drugs or alcohol. Reasonable suspicion includes but is not limited to, observation that the employee is impaired, has an open container of alcohol or drugs while on the District's premises or while performing District business, etc.

The District requires a current employee, holding a non-safety sensitive position, who has been given an offer to transfer to a safety-sensitive position, to successfully complete a urinalysis or

other drug/alcohol test prior to approving the transfer. If that employee tests positive for an illegal drug the transfer will not be approved. Before the employee testing positive for any legal prescription drug can be transferred to a safety sensitive position, the employee must provide proof that the prescription drug was legally obtained and, where appropriate, a Doctor's statement of any potential work-related restrictions caused by the medication.

#### RANDOM TESTING

The District requires all employees who hold a safety sensitive position to partake in random alcohol/drug testing. The District shall maintain a list of all safety-sensitive positions.

The District requires a minimum of 10% of all employees who hold a safety sensitive position to be tested randomly within each six month period (January through June and July through December).

Any employee being selected for a random test in one six month period is eligible to be selected in any subsequent six month period. If an employee is not working on the date of testing, that employee will be sent for testing on his next day of work.

The test results will be reviewed first by the Human Resource Manager and then only by the General Manager, or in his/her absence, the Operations and Maintenance Supervisor. In the event the General Manager is tested, District Council will review the test results. An employee may receive his/her own test results. In addition the employee may request a confirmation test be performed at the employee's expense and at an approved facility of the employee's choice.

- a. A positive test result may result in immediate termination.
- b. Refusal to take a drug/alcohol test will result in immediate termination, unless extenuating circumstances justify a different action. Refusal is defined as inability to produce a sample as well as willfully saying no to taking a test.

All testing will be in accordance with procedures established by management and in accordance with the law.

## 22. Employee Recognition and Award Programs

**Service Awards.** At the completion of each five-year period of service, District employees shall be presented with service awards in appreciation for their years of service.

**Written Commendations.** Employees performing duties or extra duties in a meritorious manner may be recognized with written commendations which shall be a part of the employee's personnel file. On a case-by-case basis, a supervisor, at his or her discretion, may provide a reasonable reward (e.g. lunch, plaque, etc.) to a deserving employee in recognition of exceptional performance.

**Leave With Pay for Exceptional Performance.** All employees shall be eligible for leave with pay for up to three (3) consecutive days for instances of exceptional performance in their class of employment.



Exceptional Merit Cash Payments Program. All employees shall be eligible and may be awarded cash payments for exceptional performance. The amount of the award is at the discretion of the Supervisor, General Manager or Board of Directors. However, the award must be approved by the General Manager or Board of Directors as appropriate. In any case, any merit cash payments shall be reported to the Board of Directors as part of an agenda item at a regularly scheduled public meeting. Employees may qualify for a cash award on the basis of exceptional sustained performance and/or exceptional performance on a project or assignment.

Year End Cash Bonus for Employees. The Board of Directors may, at its discretion, award a yearend cash bonus to District employees. Said action will be decided by a majority vote of the Board of Directors at an appropriately scheduled meeting.

23. Except as provided by contract, the provisions of this policy apply to the General Manager.

24. This Policy Instruction supersedes Policy Instructions numbered 110.0, 110.1, 110.4, 110.5, and 110.6.

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**Rick Stephens, President**