



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

AGENDA TITLE: Policy Instruction 110: Personnel Policies Update

MEETING DATE: July 29, 2020

PREPARED BY: Lauren Tapia, Human Resources Manager

RECOMMENDED ACTION: Approval by consent.

DISCUSSION: Staff is proposing a minor housekeeping update to the vacation accrual matrix within PI 110. Specifically adjusting the last two service year levels to be consistent with the first three levels. The District's HR policy for many years has intended to provide the vacation accrual increases at the start of the employee's 5th, 10th, 15th, and 20th year of employment. The language in the previous version of the Policy Instruction has made this confusing for both the employees and the accounting staff. The updated language is intended to provide clarity and eliminate the confusion.

ATTACHMENTS:

Policy Instruction 110 – Personnel Policies