



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

**AGENDA TITLE: Review and Approval of Board Policy Instructions –
Administration Policies Update**

MEETING DATE: July 27, 2022

PREPARED BY: Robb Etnyre – General Manager

Lauren Tapia – Human Resources Manager/District Clerk

RECOMMENDED ACTION: Approve updated Policy Instructions 110, and 111.

DISCUSSION: The District is working to review, update, and consolidate (where needed) its Board Policy Instructions. The District's policy instructions are separated into five sections: Administration (100's), Governance (200's), Finance (300's), Maintenance (400's), and Operations (500's). The project is primarily focused on updating policies that have not been reviewed in the past five years as well as consolidating policies if needed – if substantive updates are needed, those policies will be brought forth to the Board's attention in the form of Board approval via the Consent Calendar. Each policy instruction section will have its own review phase which will take place over the next four months. The Administration Policy Instruction were reviewed over the last month, and staff have found the policies only needed minor updates made to them. Policy Instruction 116 Records Retention was originally drafted by District Counsel, therefore they were reviewed and edited by BBK.

Policy Instruction 110 Personnel Policies had the following edits:

- Clarifying language to the Vacation Accrual Matrix, specifically for employees who reach 20 years of service.
- Maximum accrual cap for non-exempt non-supervisory employees adjusted to 280 hours to match exempt employee's max accrual rate.
- Adding non-exempt supervisors to the narrative regarding 360 vacation cap to match the already existing TTAD Handbook language.
- Removal of Family Medical Leave Act (FMLA) language under Extended Leave of Absence. TTAD does not meet the employee count to offer the Family Medical Leave Act.

Policy Instruction 111 Employee Conduct had the following edits:

- Noting SPI 110.11 to the harassment paragraph.
- Adding Fraternization language (reflects SPI 110.17).

Policy Instruction 116 Records Retention had the following edits:

- Code language
- Formatting edits
- Addition of File Retention Schedule (appendix B)

There is one Administration policy that the Board of Directors have direct ownership of that hasn't been updated since 2011: Policy Instruction 112 General Manager (essentially the General Manager's job description). Staff requests feedback from the Board if they have any interest in reviewing and updating Policy Instruction 112 at the August 2, 2022, Policy Instruction workshop.

WHAT'S NEXT: Policy Instruction Update – Phase Timeline

- Phase II – Governance Policy Instructions – August 2022
- Phase III – Finance Policy Instructions – September 2022
- Phase IV – Maintenance & Operations Policy Instructions – October 2022

FISCAL IMPACT: None.

SAMPLE MOTION: I motion to approve updated Policy Instructions 110, 111 and 116 as presented.

ATTACHMENTS:

1. Draft Policy Instruction 110 – Personnel Policies
2. Draft Policy Instruction 111 – Employee Conduct
3. Draft Policy Instruction 116 – Records Retention
4. TTAD Policy Instruction Index