



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

AGENDA TITLE: Review and Approve Board Policy Instruction 110 – Personnel Policies – Vacation Accrual Update

MEETING DATE: January 25, 2023

PREPARED BY: Robb Etnyre – General Manager

Lauren Tapia – Human Resources Manager/District Clerk

RECOMMENDED ACTION: Approve updated Policy Instruction 110 – Personnel Policies.

DISCUSSION: Board Policy Instruction 110 – Personnel Policies was last reviewed and updated by the Board of Directors on July 27, 2022. Since then, the General Manager has tasked staff to amend the Paid Vacation section of the Personnel Policy, specifically to create a new employee group for Exempt Directors where their vacation accrual rates are set at the discretion of the General Manager, and no longer tied to years of service. The column for Exempt Directors on the Vacation Accrual Matrix will only reflect a minimum and maximum accrual range.

Exempt Director Status employee’s annual vacation accrual rate will be set at the time of hire and will be based upon credit for prior professional experience in either the public or private sector. Once hired, all Exempt Director status employees’ vacation accrual rate increases will be based upon employee performance but shall not exceed the maximum accrual rate of 240 hours per calendar year. The changes Staff is proposing will allow the District to better recruit and retain top talent for its Exempt Director level positions.

Beyond the proposed changes made to the paid vacation accrual matrix, clarifying language was added regarding the definition of partial days for exempt status employees, and administrative errors with the vacation caps having no cash value.

The District’s Employment Lawyer, Ms. Stacey Sheston, with BBK, reviewed the proposed amendments made to the Policy Instruction, and her edits are reflected as a blue underline. Ms. Sheston approves of the changes made to the Paid Vacation section of the Policy Instruction and has identified no conflicts with the California Public Employees Retirement Law (PERL).

SAMPLE MOTION: I motion to approve updated Policy Instructions 110 – Personnel Policies.

ATTACHMENTS:

1. Draft Policy Instruction 110 – Personnel Policies – Redlined Draft