



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

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

STRATEGIC PLAN: Goal Area 2.C. INVEST: Invest in talent and the teams. 2.C.2. Review Board Policy Instructions on a 5-year basis and update as required.

MEETING DATE: November 29, 2023

PREPARED BY: Lauren Tapia – Human Resources Manager/District Clerk

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

DISCUSSION: The purpose behind Board Policy Instruction 110 – Personnel Policies is to establish District policy for conditions of employment, including, but not limited to employee classifications, hours of work, overtime pay, paid time off, evaluations, absences due to illness or injury, drug and alcohol testing, and employee conduct. District leadership wishes to create a benefited regular (permanent) part-time employee classification. The benefited regular part-time employee will receive prorated permanent employee benefits which will include accrued sick time, vacation, holiday, and employee medical benefits. Previously, employee benefits were only extended to full-time regular employees. Creating a benefited part-time employee classification will provide the District with improved recruitment and retention of part-time employees. PI 110 has been redlined to reflect the addition of employee benefits for regular part-time employees.

On October 4, 2023, Governor Gavin Newsom signed California Senate Bill 616 (effective January 1, 2024) which amends California’s Paid Sick Leave law to increase the number of paid sick leave days from 24 hours/3 days to 40 hours/5 days and increased the maximum accrual cap from 48 hours/6 days to 80 hours/10 days of sick leave in the employee’s sick leave bank. SB 616 also provided a more clarified definition of “family members” and “designated person” for which employees can utilize accrued California Paid Sick Leave. At the Truckee Tahoe Airport District,

the California Paid Sick Leave law will now only apply to Temporary/Seasonal employees, which are unbenefited. The Sick Leave for Temporary/Seasonal employees' section of PI 110 has been redline updated to reflect the changes made by the passing of CA SB 616.

Additional minor updates were made to the Evaluations section of PI 110 to reflect the new semi-annual evaluation cycle for District employees. As well as citing the specific Consumer Price Index utilized for Cost-of-Living adjustments.

Policy Instruction 110 Personnel Policies had the following edits:

- Defining Regular Part-Time employee work week hours.
- Adding that Regular Part-Time employees are to receive employee benefits to Employee Classification section.
- Adding Regular Part-Time employees to Paid Vacation section.
- Adding Regular Part-Time employee vacation accrual column to vacation accrual schedule.
- Adding Regular Part-Time employees to regular employee Sick Leave section.
- Adding that Regular Part-Time employees will accrue prorated sick leave to hours worked in an 80 hour pay period.
- Update definition of "Family Members" to regular employee Sick Leave section.
- Removed Regular Part-Time employees from California Sick Leave Law section.
- Update Sick Leave for Temporary/Seasonal Employees to reflect amendments made by the passing of CA SB 616.
- Added Regular Part-Time employees to Jury Duty section.
- Added Regular Part-Time employees to Holiday Pay section and new accrual rate.
- Updated Evaluation section to reflect new semi-annual performance reviews for District Employees.
- Added specific Consumer Price Index utilized for annual Cost-of-Living Adjustments.

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

ATTACHMENTS:

1. Draft Policy Instruction 110 – Personnel Policies