



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

AGENDA TITLE: POLICY INSTRUCTION 110 – PERSONNEL POLICIES (REDLINE UPDATE)

MEETING DATE: JANUARY 28, 2026

PREPARED BY: LAUREN TAPIA, HR MANAGER & DISTRICT CLERK

RECOMMENDED ACTION: Approve Policy Instruction 110 – Personnel Policies, as reflected in the redline copy. Updates to the policy include statutory updates, and correcting language, formatting, and internal inconsistencies.

BACKGROUND: Policy Instruction 110 establishes the District’s personnel policies governing employee classifications, compensation practices, paid time off, leave administration, evaluations, and employee conduct. Since the policy’s last update, changes to California Law regarding sick leave provisions have taken effect. California AB 406, effective January 1, 2026, now permits employees to use paid sick leave for the following purposes:

- Serving on a jury
- Appearing in court in response to a subpoena or other court order as a witness
- Obtaining relief related to a qualifying act of violence to protect the employee’s (or a family member’s) health, safety, or welfare
- Attending judicial proceedings when the employee or a family member is a victim of certain violent or serious crimes and their rights are at issue
- Obtaining specified victim-related treatment and services

SUMMARY OF CHANGES:

The proposed update:

- Aligns sick leave and leave-of-absence provisions with current California law, including recent clarifications regarding permissible uses of accrued paid sick leave.
- Clarifies extended leave language to ensure leave exhaustion and benefit continuation are administered consistently.
- Makes technical and administrative refinements to vacation, holiday, evaluation, and timekeeping provisions to improve clarity and consistency.

- Corrects outdated language, formatting issues, and internal inconsistencies.

The revisions primarily codify existing practices and legal requirements. They do not materially expand benefits.

FISCAL IMPACT: None.

SAMPLE MOTION(S): I move to approve Policy Instruction 110 – Personnel Policies as presented.

ATTACHMENT(S):

- Policy Instruction 110 - Personnel Policies – Redlined
- Policy Instruction 110 - Personnel Policies - Clean