

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 110

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July 29, 2020
July 27, 2022
January 23, 2023
November 29,

2023

[January 28, 2026](#)

[Month day, 2025](#)

SUBJECT: PERSONNEL POLICIES

PURPOSE: 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.

POLICY:

1. The Truckee Tahoe Airport District is an Equal Opportunity Employer. The District is also an "at will" employer in that no contracts of employment are executed with employees. The General Manager, except as otherwise provided by the Board of Directors, has full power to: employ and discharge all employees and assistants, prescribe their duties, and to fix their compensation within ranges approved by the Board.
2. The Normal Work Week Regular Full-time employees is 8 hours per day, 40 hours per week. Regular Part-time is 4 – 6 hours per day, 24 – 30 hours per week. Exempt employees are expected to work at least 40 hours per week. Due to the need to keep the Airport open 7 days per week, Operations/Maintenance employees will be assigned an "Operations Work Week" by the Manager. When possible, all employees will have two consecutive days off per week.
3. Employee Classifications include Regular Full-time, Regular Part-time, On-call, and Temporary/Seasonal. Regular full-time and part-time employees are entitled to certain benefits, including, but not limited to paid vacation, holidays, and sick leave. Temporary/Seasonal employees are entitled to earn sick time per the California Paid Sick Leave Law (please see section 7 for further clarification).

4. Overtime Pay will be paid to all non-exempt employees at a rate of 1.5 times their regular rate of pay for all hours worked more than forty hours per week. Vacation, holiday, and sick leave hours are not counted towards a forty-hour work week for overtime pay purposes.
5. Paid Vacation may be earned by regular full-time employees. Part-time employees on a pro-rata basis per pay period.

YEARS OF SERVICE	HOURS EARNED PER YEAR				Per <u>the</u> Discretion of the General Manager
	Part-Time Non-exempt Employees	Full-Time Non-exempt Employees	Non-exempt Supervisors	Exempt Managers	Exempt Directors
First day of <u>the</u> 1 st year – last day of <u>the</u> 4 th Year	60	80	120	160	Minimum: 160 Hrs. per calendar year. Maximum: 240 Hrs. per calendar year.
First day of <u>the</u> 5 th year – last day of <u>the</u> 9 th Year	90	120	160	200	
First day of <u>the</u> 10 th year – last day of <u>the</u> 14 th Year	102	136	200	216	
First day of <u>the</u> 15 th year – last day of <u>the</u> 19 th Year	120	160	216	240	
First day of <u>the</u> 20 th year and each year thereafter	120 hours + an Additional 4 hours per year of service in any one (1) year.	160 hours + an Additional 8 hours per year of service in any one (1) year.	240 hours + an Additional 8 Hours per year of service in any one (1) year.	240 hours + an Additional 8 hours per year of service in any one (1) year.	

~~Non-exempt Employees — A maximum of 280 vacation hours may be accumulated by non-exempt employees. No vacation hours will be accumulated by non-exempt employees who have 280 or more vacation hours accrued. If at that time an employee has not used vacation, an employee will not earn paid vacation until they have fewer than 280 hours accumulated.~~ A non-exempt employee who leaves the District shall be paid for accrued vacation up to 280 hours at ~~his/her~~ the employee's current wage rate. Vacation may be used during the first six months of employment at the discretion of the General Manager; however, no further vacation may be granted until the employee accrues a positive balance sufficient to cover a subsequent vacation. Vacation must be scheduled in advance and approved by the employee's supervisor.

For non-exempt employees, vacation or sick leave will be charged to equal the normal shift hours. If an employee is not present for any partial or whole day, vacation or sick hours will be used to total the number of hours regularly scheduled. ~~The only exception is for e~~Employees who arrive late for a shift: ~~they~~ will not be able to use vacation or holiday bank time to cover the time they were late for their shift, unless previously approved by a supervisor.

Exempt Manager Employees — Exempt-status manager employees will receive an additional two (2) weeks paid vacation as ~~a an added~~ benefit for the additional hours of work that is expected from them during ~~certain times of~~throughout the year.

Exempt Director Employees — An ~~e~~Exempt ~~d~~Director-status employee's annual vacation accrual rate will be set at the time of hire, per the discretion of the General Manager, and will be based upon credit for prior professional experience. Once hired, all director-status employees' vacation accrual increases will be based upon employee performance, but shall not exceed the maximum accrual rate of 240 hours per calendar year.

All Exempt Employees — Regardless of hours worked, or earned, vacation time will be accrued by the exempt-status salaried employee per pay period on a pro rata basis.

If any exempt-status, salaried employee works a partial day ~~of more than in excess of six (6)~~ hours, ~~they the employee~~ will not be required to ~~utilize use any~~ accrued paid leave for that day. However, all exempt-status salaried employees must have prior approval from their superior for any partial days off.

Exempt-status salaried employees' full days off will be charged to vacation, sick time, holiday time, or subject to time off without pay. ~~-Non-Exempt Supervisor, Exempt Manager and Exempt Director-~~status salaried employees may accumulate a maximum cap of 360 vacation hours. Administrative errors shall not extend the vacation cap.; ~~No~~ hours beyond the 360-hour cap are available to be accrued or used as leave and have no cash value. Upon reaching the 360-hour cap, an employees will not earn paid vacation until ~~they the employee reduces vacation hours accumulated utilize vacation leave hours to take them~~ below 360 hours ~~accumulated~~accumulated.

Upon separation from District employment, all employees shall be paid for accrued vacation up to 360 hours at their then-current wage rate. ~~-Vacation may be advanced to an employee and used during the first six months of employment at the discretion of the General Manager; however, no further vacation may be granted until the employee accrues a positive balance sufficient to cover a subsequent vacation leave. —Vacation must be scheduled in advance and approved by the employee's supervisor. -The General Manager's vacation must be scheduled in advance and approved by the Board President, or in their absence, the Board Vice-President, if the President is unavailable.~~

6. Sick Leave for Regular Full-Time and Part-Time Employees: Sick leave shall be credited to regular full-time employees in good standing, based on one eight (8) hour day for each month of service. Regular part-time employee's-employees' sick leave will accrue prorated to hours worked in the ~~80~~ hour80-hour pay-period.

Employees may request sick leave if a ~~member of their~~ family member is ill, or there has been a death in the family and the employee's attendance is needed. ~~-Time away from work due to non-~~work-relatednon-work-related or work-related illness or injury shall be paid out of accrued sick

leave, or other form of accrued leave benefits. After accrued benefits are exhausted, such absence shall be unpaid by the District.

Accrued paid sick leave may be used for:

- ~~Diagnosis, care, or treatment of an existing~~ health condition of, or ~~for~~ preventative care for, an employee or an employee's family member.
- ~~To~~ serve on a jury, or to appear in court to comply with a subpoena or other court order as a witness in a judicial proceeding.
- ~~For~~ for an employee who is a victim ~~—or family member of a victim—~~ of a violent or serious felony, domestic violence, sexual assault, or stalking ~~in order to obtain or~~ attempt to obtain any relief, including, but not limited to a temporary restraining order, or an injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; to seek medical attention for injuries caused by violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or crisis center; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions to increase safety from future violence, sexual assault, or stalking, including temporary or permanent relocation.

"Family members" includes include ~~c~~child (biological, adopted, foster ~~child~~, stepchild, legal ward, or a child to who the employee stand *in loco parentis*, regardless of age or dependency status), spouse, registered domestic partner, parent, grandparent, grandchild, sibling, or designated person, which, means a person identified by the employee at the time the employee requests paid sick days. TTAD limits employees to one "designated person" per 12-month period for paid sick days.

If an employee leaves the District in good standing, or retires, the employee may be paid for sick leave accumulated at the employee's ending pay rate, up to a maximum of 240 hours.

Upon retirement, an employee may convert accrued unused sick leave to service credit, in accordance with the CalPERS contract provisions and applicable law. The employee may choose to buy service credit, receive payment of a lump sum computed in accordance with the prior paragraph, or both.

A written statement from a physician may be required by the General Manager if abuse of sick leave privileges is suspected. Any unauthorized use of sick leave constitutes abuse and may result in disciplinary action, from probation to immediate dismissal of the employee concerned.

7. Sick Leave for Temporary/Seasonal Employees: —Sick leave shall be credited to temporary/seasonal employees per the California Paid Sick Leave Law SB 616, effective January 1, 2024. ~~T~~temporary/seasonal employees will accrue one (1) hour of sick leave for every thirty (30) hours worked. ~~and They~~ may use up to a maximum of 40 hours (5 days) of sick leave per calendar year. ~~Eligible employees are entitled to use accrued paid sick leave beginning on the 90th day of employment. Regular part-time employees and temporary/seasonal employees may accrue up to a maximum of 80 hours (10 days) of sick leave in their sick leave banks.~~

Accrued paid sick leave may be used for: ~~4~~

- Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member.
- Or to serve on a jury, or to appear in court to comply with a subpoena or other court order as a witness in a judicial proceeding.
- Or for an employee who is a victim or a family member of a victim of a violent or serious felony, domestic violence, sexual assault, or stalking: to obtain or attempt to obtain any relief, including, but not limited to a temporary restraining order, or an injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; to seek medical attention for injuries caused by violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or crisis center; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions to increase safety from future violence, sexual assault, or stalking, including temporary or permanent relocation.

"Family members" include Child (biological, adopted, foster child, stepchild, legal ward, or a child to who the employee stand in loco parentis, regardless of age or dependency status), spouse, registered domestic partner, parent, grandparent, grandchild, sibling, or designated person, which, means a person identified by the employee at the time the employee requests paid sick days. TTAD limits employees to one "designated person" per 12-month period for paid sick days.

~~Employees will not be discriminated against or retaliated against for~~ Taking or requesting leave in accordance with this policy shall not result in discrimination or retaliation toward the employee.

Accrued, but unused sick leave will not be paid out at the end of employment. If an employee is separated and rehired by the employer within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated, and the employee shall be entitled to use those previously accrued and unused paid sick days, and to accrue additional sick days upon rehiring.

8. Availability. Excessive absenteeism is a detriment to the operations of the Airport, and an inconvenience to those who must cover for an absent employee. The District will therefore keep a record of availability of each employee for their scheduled shift. If, within any six-month interval, an employee has three (3) separate occasions where ~~he or she~~ they is ~~are~~ the employee is unavailable for work ~~because of~~ due to failure to show without notification, or inability to contact when scheduled on call, that person shall be considered unfit for their position. At the General Manager's discretion, the employee may be placed on probation, issued a written warning, suspended, or terminated.

Note: ~~Any~~ of the above actions could cause the employee to be considered "not in good standing" and subject to loss of all sick leave benefits upon termination.

9. Military Leave. The District provides military leave in accordance with sState and fFederal law.

10. Volunteer Firefighters, Peace Officers, Emergency/Rescue Personnel, Civil Air Patrol Volunteers or Other Philanthropic Organization, as approved by the General Manager. No employee will be disciplined for seeking time off to perform duty as required by various emergency organizations; however, employees must be aware that the needs of the District come first. Such time off will be unpaid unless the employee chooses to use their accrued vacation.

11. Jury Duty. Time off with a regular day's pay shall be granted to regular ~~f~~Full-time and ~~p~~Part-time employees for each scheduled workday spent in court by a summons to appear, up to a maximum of two weeks. The summons and a "Time Released Note" from the Clerk of the Court are required for the General Manager's authorization.

12. Absence without Pay may be granted if requested by the employee in advance, subject to the discretion of the General Manager.

~~13. Extended Leave of Absence. -The General Manager may grant a leave of absence without pay, for illness, disability, maternity, or personal reasons for a period of not less than thirty (30) days and not longer than twelve (12) weeks, except as otherwise required by law. The General Manager may approve extended leave not to exceed an additional six (6) weeks. Extended leave will be granted only after accrued vacation and applicable sick leave hours that may lawfully be used for the qualifying reason have been exhausted. Continuation of medical and other employee benefits during any period of leave will be provided only to the extent required by applicable law, including the California Family Rights Act (CFRA), which generally requires up to twelve (12) weeks of continued benefits coverage. Employees who have exhausted all available paid leave shall be responsible for paying the full cost of their health insurance premiums during any unpaid portion of extended leave.~~

~~13. The General Manager may grant a leave of absence without pay, for a period of not less than thirty (30) days and not longer than twelve (12) weeks for illness, disability, maternity, or personal reasons, except as provided for in applicable state or federal law. The General Manager may grant an extension not to exceed an additional six (6) weeks. Extended leave will be granted only after accrued vacation and sick leave hours have been exhausted. Payment of employees' medical and other benefits will be provided only for the maximum legal requirement which is usually twelve (12) weeks pursuant to the California Family Rights Act. Employees who do not have any vacation or sick leave to use shall be required to pay all their health insurance costs.~~

14. State and Federal Leave Laws. The District shall adhere to applicable state and federal laws governing certain types of absences.

15. ~~Non-work-related~~Non-work-related or work-related illness or injury. If a medical leave of absence is required by the employee's attending physician, paid sick leave, or other accrued leave benefits will be coordinated with State Disability Insurance benefits or Workers' Compensation Insurance benefits, to minimize the impact of the leave of absence for both the employee and the District. Benefits will be coordinated in such a way that the total sick leave benefits (or other accrued benefits) paid by the District, and those received from State Disability Insurance or Workers' Compensation Insurance, will not exceed 100% of the employee's regular weekly wage, based on the regular straight-time hourly rate of pay. -Once accrued leave benefits are exhausted,

an employee will only receive only the benefits provided by ~~Workers~~ Workers' Compensation or State Disability Insurance.

There may be a lapse in time before Workers' Compensation or State Disability Benefits are forwarded to the District. In the interim, the District may apply 100% of the employee's accrued benefits to each paycheck, and restore such accrued benefits to the employee in the amount later paid by Workers' Compensation or State Disability Insurance. Should any payment more than accrued benefits be made by the District for any reason, the employee shall reimburse the District for such overpayment.

Employees may elect to be compensated pursuant to this policy instruction by providing a written request to the District as soon as possible. Written requests received later than three days prior to the end of the pay period shall become effective beginning with the next pay period.

16. An employee's benefits shall not accrue if an employee is absent without pay or on an extended leave of absence for a work-related or non-work-related injury or illness. ~~An employee's benefits shall accrue,~~ otherwise, as defined in this Policy.

17. Holiday Pay is paid at regular time for the following days:

HOLIDAY	OBSERVED
<i>New Year's Day</i>	<i>January 1st</i>
<i>Martin Luther King Day</i>	<i>Third Monday in January</i>
<i>President's Day</i>	<i>Third Monday in February</i>
<i>Memorial Day</i>	<i>Last Monday in May</i>
<i>Juneteenth</i>	<i>June 19th</i>
<i>Independence Day</i>	<i>July 4th</i>
<i>Labor Day</i>	<i>First Monday in September</i>
<i>Columbus Day</i>	<i>Second Monday in October</i>
<i>Veterans' Day</i>	<i>November 11th</i>
<i>Thanksgiving</i>	<i>Last Thursday in November</i>
<i>Day After Thanksgiving</i>	<i>Last Friday in November</i>
<i>Christmas Day</i>	<i>December 25th</i>

All regular full-time employees shall accrue eight (8) hours in a Holiday Bank at their standard rate for the twelve (12) holidays, regardless of the work schedule. All regular part-time employees shall accrue six (6) hours in a Holiday Bank at their standard rate of pay for the twelve (12) holidays, regardless of the work schedule. ~~if an employee is~~ Employees scheduled to work on a holiday, ~~they~~ may accumulate the time in their Holiday Bank, up to a maximum of 80 hours for regular full-time employees, and 72 hours for regular part-time employees; employees who do not work the holiday will be paid out of their Holiday Bank. ~~Non-exempt employees may~~

request payment of hours in their Holiday Bank at any time by submitting a request in writing to the Director of Finance and Administration.

18. Timecards. To provide the proper audit trail, and to account for all paid hours for each District employee, ~~a time and attendance system will be put in place.~~ The District shall maintain a time and attendance system. Salaried employees may be excused from clocking in and out, but ~~a time-~~ off taken must be submitted on a biweekly basis. Non-exempt employees shall approve their time sheet at the end of each biweekly pay period, and then the time submitted will be reviewed and approved by their supervisor. ~~Any overtime must be approved in advance~~ by the employee's direct supervisor prior to ~~of~~ the end of the pay period. Employees who fail to clock in or out must have their supervisor enter an adjustment to record the appropriate time prior to the end of the pay period.
19. Formalized Training and Education for employees may be approved by the General Manager, not to exceed the annually budgeted amount in the Payroll and Employee Benefits section of the Annual TTAD Budget. ~~Non-exempt employees will be paid for time spent in District required training and classes. Non-exempt employees will be paid for travel time to and from the training,~~ in accordance with the law. All employees must indicate on their timesheets the time spent in training and traveling to/from training. ~~All associated lodging and~~ ~~out-of-pocket~~ out-of-pocket expenses will be reimbursed by the District upon completion of a travel expense report documented. ~~with R-~~ receipts for all claimed expenses are required ~~required~~.
20. Temporary/Seasonal Employees shall not earn any paid vacation, or holiday pay. No pay shall be granted for Jury Duty. ~~Absence without pay shall be at the discretion of the General Manager.~~
21. Evaluations
 - a. The General Manager, or designated representative, will identify duties for each employee in writing. ~~Each employee will be informed of expectations, objectives, goals, and who will be evaluating them within a reasonable period after beginning the evaluation cycle. This initial counseling will be performed,~~ in writing, by the ~~first-line~~ first-line evaluator.
 - b. The General Manager, or ~~his~~ designated representative, will evaluate performance throughout the year and complete an appraisal utilizing the District's online performance software, Trakstar, for each employee on a semi-annual basis. ~~The evaluator(s) and employee shall sign the acknowledgement form via Trakstar after discussing the employee's performance.~~
 - c. The General Manager determines performance awards and recommends cost-of-living adjustments (based on the May Consumer Price Indexes (CPI) Pacific Cities and U.S. City Average – West – Size Class A) to the Board by the regularly scheduled June Board meeting. All approved cost-of-living adjustments ~~should~~ shall become effective by the 14th pay period of the calendar year.
 - d. The General Manager, or designated representative, may conduct unscheduled evaluations at ~~their~~ the manager's discretion. ~~The General Manager may adjust wages or salary for unsatisfactory performance at~~ ~~their~~ the General Manager's discretion.
 - e. The General Manager's review shall be conducted by the Board of Directors, under the

direction of the Board President, based on terms, process and timeline agreed upon by the Board and General Manager prior to the start of the current review period.

~~f. In preparation for the General Manager's evaluation, they shall prepare annual goals and objectives. The goals and objectives will be offered for the Board's **considerations consideration** at the earliest date possible after the November/December regular Board meeting, but in no case later than the regularly scheduled January meeting. The goals and objectives will be reviewed and/or amended by the Board of Directors. The product of this review will set the direction for the General Manager through the ensuing year and be the basis for their annual review per the details stated within the General Manager's employment contract.~~

22. Drug and Alcohol Testing

INCIDENT DRIVEN

The District requires each employee to successfully complete a urinalysis and/or other drug/alcohol test, with a negative test result, if the employee is involved in any accident or incident that causes damage to property or persons, including the employee. ~~-A drug and/or alcohol test shall be uniformly administered unless Human Resources, in consultation with legal counsel as appropriate, determines that objective medical or legal information makes testing inappropriate. A drug/alcohol test will be uniformly administered, unless there is overriding evidence that it is not appropriate.~~ Employees will be allowed to obtain their test results.

REASONABLE SUSPICION

The District requires each employee in any position to successfully complete a urinalysis and/or other drug/alcohol test, with a negative test result, when there is reasonable suspicion ~~to believe~~ that the employee is using or under the influence of drugs or alcohol. ~~-Reasonable suspicion can be claimed by a supervisor or fellow employee and~~ includes, but is not limited to, observation that the employee is impaired, has an open container of alcohol or drugs while on the District's premises or while performing District business, etc.

The District requires a current employee, holding a non-safety sensitive position, who has been given an offer to transfer to a safety-sensitive position, to successfully complete a urinalysis or other drug/alcohol test, with a negative test result, prior to approving the transfer. ~~-If that employee tests positive for an illegal drug, the transfer will not be approved.~~

Before ~~the an~~ employee ~~testing who tests~~ positive for ~~any~~ legal prescription drug can be transferred to a ~~safety sensitive safety-sensitive~~ position, the employee must provide proof that the prescription drug was legally obtained and, ~~where appropriate~~ when requested by a supervisor, a ~~d~~Doctor's statement of any potential work-related restrictions caused by the medication.

RANDOM TESTING

The District requires all employees who hold a ~~safety sensitive safety-sensitive~~ position to take part in random alcohol/drug testing. ~~-The District shall maintain a list of all safety-sensitive positions.~~

The District requires a minimum of 10% of all employees who hold a ~~safety sensitive safety-~~

sensitive position to be tested randomly within each six-month period (January through June and July through December). ~~Any employee being selected for a random test in one six-month period is eligible to be selected in any subsequent six-month period.~~ Selection for testing during a given period does not exempt an employee from being selected for testing again in subsequent periods. -If an employee is not working on the date of testing, that employee will be sent for testing on his next day of work.

~~The~~ test results will be first reviewed ~~first~~ by the Human Resource Manager and then only by the General Manager, or ~~in their absence, the Operations and Maintenance Supervisor~~ designated representative. ~~In the event the General Manager is tested, District Council Counsel will review the test results.~~ -An employee may receive know their own test results. In addition, the employee may request that a confirmation test be performed at the employee's expense and at ~~an approved facility~~ licensed or otherwise legally accredited testing facility of the employee's choice.

- a. A positive test result may result in immediate termination, at the discretion of the General Manager.
- b. Refusal to take a drug/alcohol test will result in immediate termination unless extenuating circumstances justify a different action. -Refusal is defined as the inability to produce a sample in a reasonable allotment of time, as well as willfully saying no to taking a test, or making the process of taking the test impracticable or impossible.

All testing will be in accordance with procedures established by District management, ~~and~~ in accordance with applicable ~~the~~ law.

23. Employee Recognition and Award Programs

Service Awards. -At the completion of each five-year period of service, District employees shall be presented with service awards, in appreciation for their years of service.

Written Commendations. -Employees performing duties or extra duties in a meritorious manner may be recognized with written commendations, which shall be ~~a part of~~ added to the employee's personnel file. On a case-by-case basis, a supervisor, ~~at their discretion,~~ may provide a reasonable reward (e.g., lunch, plaque, etc.) to a deserving employee, in recognition of exceptional performance.

Leave With Pay for Exceptional Performance. All employees shall be eligible for leave with pay for up to three (3) consecutive days for instances of exceptional performance in their class of employment.

Exceptional Merit Cash Payments Program. -All employees shall be eligible for, and may be awarded, cash payments for exceptional performance. -The amount of the award is at the discretion of the Supervisor or, General Manager or, when required by District policy, the Board of Directors. ~~However, the~~ All cash awards must be approved by the General Manager or Board

of Directors, as ~~appropriate~~ required by policy. ~~In any case, any~~ All merit cash payments shall be reported to the Board of Directors as part of an agenda item at a regularly scheduled public meeting. Employees may qualify for a cash award based on exceptional sustained performance and/or exceptional performance on a project or assignment.

~~Year-End~~ Year-End Cash Bonus for Employees. -The Board of Directors may, at its discretion, award a ~~yearend-year-end~~ cash bonus to District employees. -Said action will be decided by a majority vote of the Board of Directors ~~at an appropriately scheduled~~ during a public Board meeting.

24. Except as provided by contract, the provisions of this policy apply to the General Manager.

25. This Policy Instruction supersedes Policy ~~Instructions~~ Instructions numbered 110.0, 110.1, 110.4, 110.5, and 110.6.

~~Kat Rohlf~~ David Diamond, President