



AGENDA ITEM: 06

TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS STAFF REPORT

AGENDA TITLE: Review PI 110 Section 23

MEETING DATE: August 26, 2026

PREPARED BY: Liza Smith, Director Finance & Administration

RECOMMENDED ACTION: Approve update to Policy Instruction 110 – Personnel Policies, either Version 1 or Version 2.

BACKGROUND:

PI 110 Section 23 Employee Recognition and Award Program revision. Two versions of revised section 23 are presented for review.

- Version 1: removes the reference to the Exceptional Merit Cash Payments Program per information received at the July 29, 2026, Board Workshop.
- Version 2: revises the verbiage to clearly define the Exceptional Performance Bonus program to include 3 different levels of recognition with established overall budgeted amounts annually. Language was added to define the Service Award amounts. Language was added for The Employee of the Month program.

DISCUSSION: The proposed policy update (Version 2) establishes clear guidelines for recognizing and rewarding employees for exceptional performance beyond their stated duties. This revision introduces clearly defined recognition tiers and allows for annual budgetary adjustments.

FISCAL IMPACT: Will be discussed annually in the budget process. 2027 proposed amount at \$12,000

SAMPLE MOTION(S): I move to (approve, deny) Version 1 or Version 2 (select one) of PI 110.

ATTACHMENTS:

Policy Instruction 110 – Personnel Policies Version 1

Policy Instruction 110 – Personnel Policies Version 2