

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Policy Instruction Revision and Update

Purpose	Information:	Guidance:	Decision: X
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Recommendation Approve revised Policy Instructions

- 110 – Personnel Policies,
- 111 – Employee Conduct,
- 112 – General Manager
- 113 – Organizational, Hiring and Pre-employment, and
- 114 – Employer Paid CalPERS (renumbered only)

Last Action	None
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Discussion The District is working to update the Policy Instructions (PIs) and Standard Procedure Instructions (SPIs). The first phase tackles some of the human resource related issues. The project is primarily focused on consolidating the policies – substantive changes will be brought to the Board’s attention. The table attached to this agenda item summary summarizes the realignment/renumbering of the policy instructions. The following are the substantive changes to the policies listed above:

- **Increase of the vacation accrual limit for exempt employees.** The previous policy allowed vacation time to be accrued up to a maximum of 240 hours for all employees. Vacation does not accrue past this limit until the employee takes vacation time. Bruce Murray, of the California Employers’ Association, reviewed TTAD’s employee handbook for compliance with current regulations, and brought a few things to our attention. He advised the District that this cap on vacation accrual hours is “far too low” for exempt employees. He suggested that the accrual cap be revised to at least 1.5 times the annual accrual, to comply with the Labor Commissioner and a court decision (Suastez v. Plastic Dress-Up Co.). Policy Instruction #110 has been revised to reflect a cap of 360 hours for exempt employees.
- **Clarification regarding Pre-placement Physicals.** The District’s previous policy regarding pre-placement physicals has been revised to conform to California and federal laws. The revised wording is included in PI #113. The actual Pre-placement Physical Program is contained in SPI #110.2 and will also be revised once the PI is approved.

Aside from the identified changes, everything else in the revised

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policies is consistent with the current policies approved by the Board of Directors; staff has not made changes other than those recommended to bring the policy in line with regulation. If there are additional changes the Board of Directors wishes to make, please bring the issues to staff's attention, and the appropriate revisions will be made.

The next phase in the project will be to revise the SPIs that relate to these PIs. The most important being the Employee Handbook (SPI 110). SPIs are approved by the General Manager, so they will not be brought to the Board of Directors. Once this has been completed, another section of PIs will be revised and brought to the Board of Directors.

Fiscal Impact

The only fiscal impact of the revised policies is the cost associated with increasing the vacation accrual cap for exempt employees. Phred Stoner, Dave Hoffman, Mike Ketron and Jane Dykstra are the only employees who have bumped against the accrual and lost vacation time in the past year. By increasing the accrual to 360 hours, the District would have potential additional expense of approximately \$20,000 if the employees are not able to take the vacation time they have earned, and the accrual increases. If the employees take the time off that they are entitled to, there would be no additional cost, as it would be offset by a decrease in "regular, full-time wages."

Communication Strategy

Employees will receive an update on the revisions to the policies at the next staff meeting.

Attachments

Policy Instruction Revision – Phase I
Policy Instruction 110 – Personnel Policies
Policy Instruction 111 – Employee Conduct
Policy Instruction 112 – General Manager
Policy Instruction 113 – Organizational, Hiring and Pre-employment Policies
Policy Instruction 114 – Employer Paid CalPERS Member Contributions and Establish Annual Contribution Rates

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Policy Instruction Revision – Phase I

Previous Policy Instruction #	Title	Now included in -
110.0	Hours of work, overtime pay, sick leave, vacation, and holidays	PI 110 – Personnel Policies
110.1	Employee Performance Evaluation	PI 110 – Personnel Policies
110.3	Organization Chart – Filling Vacant Employment Positions – Job Announcements	PI 113 – Organizational, Hiring and Pre-employment Policies
110.4	Employee Absence Due to Illness and/or Injury	PI 110 – Personnel Policies
110.5	Drug and Alcohol Testing	PI 110 – Personnel Policies and PI 113 – Organizational, Hiring and Pre-employment Policies, as appropriate
110.6	Employee Recognition and Award Programs	PI 110 – Personnel Policies
110.7	Employer paid CalPERS	PI 114 - Employer paid CalPERS (renumbered only)
111.1	Nepotism	PI 113 – Organizational, Hiring and Pre-employment Policies
111.2	Unlawful harassment	PI 111 – Employee Conduct
111.3	Conflict of Interest and Employee Conduct	PI 111 – Employee Conduct
111.4	Private Use of District labor, equipment, materials and supplies prohibited	PI 111 – Employee Conduct
112.1	Job Description – General Manager	PI 112 – General Manager
112.2	Acting General Manager	PI 112 – General Manager