



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 8a
HCAOG Board Meeting
November 16, 2017

DATE: November 6, 2017
TO: HCAOG Board of Directors
FROM: Debbie Egger, Fiscal Administrative Officer
SUBJECT: **Revised HCAOG Personnel Policies & Procedures**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Resolution 17-19

Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:
"I move that the HCAOG Board adopt Resolution 17-19 amending the HCAOG Personnel Policies & Procedures."

Staff Summary:

Staff is requesting that the HCAOG Board review and consider approving proposed revisions to HCAOG's Personnel Policies & Procedures (Policies):

Policy #207 *Hours of Work*: The proposed revision to this policy will allow the Executive Director to authorize employees to establish an alternative work schedule. The added language to hours of work is as follows:

- Policy #207 Hours of Work:

Establishment of Alternative Work Schedule:

Flexible Work Hours Plan: Flexible Work Hours Plan is an alternative work schedule. Once approved, this plan allows an employee to set a flex schedule with the Executive

Director's approval. The schedule provides for working 40 hours in a week, but provides time for personal reasons that would not normally be available in a regular work day schedule.

An alternative schedule, or schedule approved work weeks of under 40 hours, shall be established and approved in writing by the Executive Director or authorized designee with the notice to the employee and the employee's representative, if any. No alternative schedule may include work on weekends or more than 10 hours of work in a day.

The Executive Director or authorized designee may, at any time, cause any employee or group of employees to change a work schedule permanently or temporarily. Except in case of an emergency, the Executive Director or authorized designee shall provide an employee with 14 days advance notice of a permanent schedule change and or a 12 hour notice of a temporary change.

During payroll periods which contain a holiday, employees may be required to revert to a standard work schedule. However, in no event shall an employee receive more than eight hours of holiday pay or holiday credit for any holiday.

The usage of accrued leave balances such as vacation, sick leave, and other paid time off, shall be on an hour-for-hour basis.

Policy #302 *Holidays*: Consistent with County policies HCAOG employees observe 12 holidays per year. This policy has been updated to remove Columbus Day and add Cesar Chavez day as an observed holiday.

➤ Policy #302 *Holidays*:

The following twelve (12) paid holidays shall be observed by HCAOG:

1. *January 1, New Year's Day*
2. *The third Monday in January, Martin Luther King Day*
3. *The twelfth day in February, Lincoln's Birthday*
4. *The third Monday in February, President's Day*
- 4.5. *The last Friday in March, Cesar Chavez Day*
- 5.6. *~~The last Monday in May, Memorial Day~~*
- 6.7. *~~The fourth day in July, Independence Day~~*
- 7.8. *~~The first Monday in September, Labor Day~~*
8. *~~The second Monday in October, Columbus Day~~*
9. *The eleventh day in November, Veteran's Day*
10. *The fourth Thursday in November, Thanksgiving Day*
11. *The Friday after Thanksgiving Day*
12. *The twenty-fifth day of December, Christmas Day*

Policies #413 *Driving Policy Guidelines*: This language has been removed from the Policies due to language being added to policy 414.

- Policy #413 Driving Policy Guidelines:

~~**1. Reimbursement When Using Own Vehicle for Agency Business**~~

~~]~~

~~Employees required to drive their own vehicle on Agency business shall be reimbursed for actual miles at the annually established rate by the Internal Revenue Service.~~

Policy #414 Travel Expense Reimbursements:

Due to the Personnel Policies not having clearly defined guidelines for traveling and reimbursements, staff is recommending that the language in this policy be removed, subject to Board approval of the *HCAOG Travel Policies & Guideline*, and language added directing staff to the travel policies.

- Policy #414 Expense Reimbursements:

~~**Appropriateness of Travel Reimbursements**~~

~~Employees who are traveling on behalf of HCAOG shall refer to and follow the HCAOG Travel Policies & Guidelines (Guidelines).~~

~~The decision of the Executive Director or authorized designee shall be final in cases where conflict of opinion about the appropriateness of reimbursement exists. The following guidelines shall govern such approval.~~

~~A. While attending approved functions, the burden of responsibility for sound judgment in spending Agency funds rests on the attending employee.~~

~~B. A fixed reimbursement amount is set in advance by the Executive Director or authorized designee to cover all meals not otherwise included in the registration fee.~~

~~C. The employee shall fill out an employee travel and expense report and submit receipts with itemizations and explanations in order to receive reimbursement.~~

~~D. Reimbursement requests with receipts shall be submitted to the supervisor for approval on the expense reimbursement form. Approved reimbursement requests shall be forwarded to the department director and Executive Director or authorized designee for payment.~~

~~**3. Vehicle Use/Reimbursement**~~

~~Employees approved to use their personal vehicles shall receive mileage reimbursement at the rate currently established by the Internal Revenue Service. Whenever possible, employees shall carpool when traveling on Agency business.~~

HCAOG's adopted Personnel Policies are available on our website at [HCAOG Adopted Personnel Policies & Procedures](#)

Staff is seeking Board approval on the proposed revisions to the HCAOG Personnel Policies & Procedures.