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Daniel S. Little, Executive Director

Human Resources Committee Meeting
Tuesday, October 15, 2019
2:00 p.m., or as soon thereafter as may be heard
1255 East Street, Suite 202
Redding, CA 96001

AGENDA

- ITEM #1 PUBLIC COMMENT PERIOD – This is the time set aside for citizens to address the committee on items or matters not on the agenda within the jurisdiction of the committee. By law, the committee cannot take action on matters not on the agenda but may schedule an item for a future meeting.
- ITEM #2 APPROVE JUNE 5, 2019, HUMAN RESOURCES COMMITTEE MEETING ACTION MINUTES
- ITEM #3 DISCUSS AND CONSIDER RECOMMENDATION REGARDING UPDATE TO SRTA HUMAN RESOURCES POLICIES AND PROCEDURES
- ITEM #4 ADJOURN

If information is needed in another language, or parties with a disability as provided by the American Disabilities Act require special accommodations or aides in order to participate in the public meeting, SRTA should be contacted at least 48 hours prior to the meeting. If needed, please call 530-262-6190.

Si se necesita información en otro idioma, o si alguien con una discapacidad según la Ley de Discapacidades de los Estados Unidos requieren adaptaciones especiales o asistentes para participar en la reunión pública, se debe contactar a SRTA al menos 48 horas antes de la reunión. Si se necesita, por favor llame 530-262-6190.

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
HUMAN RESOURCES COMMITTEE
Wednesday, June 5, 2019
1:00 p.m., or as soon thereafter as may be heard
SRTA Conference Room
1255 East Street, Suite 202, Redding, California

(Note: The following minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Shasta Regional Transportation Agency Human Resources Committee, but rather as a record of the meeting time, place, attendance, and actions taken, if any.)

Committee members Moty, Schreder, and Browning were present.

SRTA Executive Director Dan Little, Chief Fiscal Officer Monika Long and Senior Transportation Planner Sean Tiedgen were also present.

1. **Call to Order/Introductions**
Board Member Moty called the meeting to order at 1:18 p.m.
2. **Public Comment Period**
No comments were received during the public comment period.
3. **Approve March 27, 2019, Human Resources Committee Meeting Action Minutes**
By motion made and seconded (Moty/Browning), the minutes were passed.
4. **Discuss Temporary Mid-Manager Duties**
Executive Director Dan Little provided an update to the committee regarding the mid-manager duties. It was discussed that Senior Transportation Planner Sean Tiedgen will be running the June 25, 2019, board of directors meeting.
5. **Review and Recommend Update to the SRTA Human Resources Policy**
Chief Fiscal Officer Monika Long gave an update to the board regarding updates to the SRTA Human Resources Policy.

The committee reviewed and discussed the proposed telecommuting and voluntary personal leave programs. Committee members expressed support for telecommuting if the policy was for a case-by-case basis but did not support it as a regular alternative work schedule. Committee members expressed concern with the voluntary personal leave program and did not support it as presented.

There being no further business, Board Member Moty adjourned the meeting at 1:47 p.m.

Respectfully submitted,

Daniel S. Little, AICP, Executive Director
DSL/acl

Attachment A

5.05.055 – Mid -Manager Rotation Role

- A. A full-time employee may be temporarily assigned additional work in a mid-manager rotation role by mutual agreement of the Executive Director and the employee for managerial experience and professional development. A rotation in the mid-manager role will not exceed twelve months and is established by the Executive Director by written agreement with the employee. The role is voluntary, and the agreement may be terminated at any time by the Executive Director or employee. The employee shall not receive management benefits while in the rotation; however, there will be a five percent compensation increase while the agreement is in effect. The agreement will include specific additional duties while in the mid-manager role and shall specify the term of the agreement. At the end of the agreement, the employee will be evaluated for their performance in the mid-manager role as part of their regular evaluation.

5.05.080 - HOURS OF WORK

11. Meal Periods

- a. All non-exempt employees must take at least a 30-minute meal period during the day if the employee will work more than five hours. Employees may not waive their meal break period for the day without written approval by the executive director or his/her designee. This break cannot be “tacked” onto the beginning or end of the workday. SRTA will provide the opportunity for meal periods, but it is up to the employee to schedule and to take the break allocated. SRTA shall not assign a non-exempt employee work-related responsibilities during the meal period.

5.10.090 - MISCELLANEOUS EMPLOYEE LEAVE

A. POLICY

1. There are many reasons an employee may be placed on temporary leave. Continued pay, benefits and reinstatement rights depend on the employee circumstances, and state and federal requirements. Requests for leave shall be discussed with the Executive Director who may involve the human resources contract provider. Requests shall be submitted in writing by the employee with sufficient detail for the Agency to make a determination under the applicable policies or laws. The executive director or authorized designee may grant or deny the requested leave of absence for some or all of the requested period. Requests for leaves shall not be unreasonably denied.

D. LEAVE WITHOUT PAY

1. A non-exempt full-time employee may request up to 10 days per calendar year of unpaid leave for personal reasons. An employee requesting leave without pay should not have any remaining compensation time off accrued and shall have less than one year's worth of vacation accrual available. No benefits such as sick leave and vacation will accrue when taking unpaid leave under this provision.

5.05.050 - ACTING PAY/WORKING OUT OF CLASSIFICATION

- A. When an employee is temporarily assigned work and responsibilities normally assigned to a vacant higher-level non-exempt position, the employee shall receive pay according to the most current salary classification pay schedule for performing such work at a rate equivalent to that provided for under Agency promotional rules after meeting the following requirements (at which time the pay increase will be effective the first day the employee started working out of class):
1. Perform the full regular duties of the higher position.
 2. Perform the duties of the higher position for a period of at least 80 work hours, except with an approved interruption. (Holidays shall be treated like weekends or comparable regularly scheduled days off.) An approved interruption shall be the use of approved leave balances not to exceed an accumulation of 16 hours during the 80-hour qualification period.
 3. A vacant higher-level position, as referred to herein, shall include absences by the incumbent of the higher position of more than 10 workdays including vacation, sick or other forms of leave.
- B. Additionally, the executive director or designee must approve such an arrangement prior to assigning an employee to work out of class in a position subject to the conditions described in this paragraph.

5.05.055 – Mid -Manager Rotation Role

- A. A full-time employee may be temporarily assigned additional work in a mid-manager rotation role by mutual agreement of the Executive Director and the employee for managerial experience and professional development. A rotation in the mid-manager role will not exceed twelve months and is established by the Executive Director by written agreement with the employee. The role is voluntary, and the agreement may be terminated at any time by the Executive Director or employee. The employee shall not receive management benefits while in the rotation; however, there will be a five percent compensation increase while the agreement is in effect. The agreement will include specific additional duties while in the mid-manager role and shall specify the term of the agreement. At the end of the agreement, the employee will be evaluated for their performance in the mid-manager role as part of their regular evaluation.

5.05.060 - PERFORMANCE EVALUATION

INTRODUCTION

- A. The purpose of this policy is to establish Agency-wide procedures and standards for conducting performance evaluations for all employees. All employees shall receive a written performance evaluation on an Agency approved form a minimum of once annually. All formal performance evaluations shall be placed in the employee's personnel file. Employees shall be given copies of any formal written review of their performance by their supervisor or other designated staff. Employees have the right to make comments in writing concerning any written performance

with 14 days advance notice of a permanent schedule change and/or a 12-hour notice of a temporary change.

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

8. Work Shifts

- a. All employees will be assigned to a work shift with regular start and stop times, although the actual start and stop times may be different between employees based upon employer/supervisor and employee needs. The Agency's office hours are 8 a.m. to 5 p.m., Monday thru Friday. All employees should work during the core hours of 9 a.m. to 4 p.m. The employee's supervisor will set a designated schedule in writing with specific working start and end times.

9. Start Time

- a. Employees are required to be at their assigned work locations and ready to begin work at their designated start time.

10. Rest Breaks

- a. When practical, employees shall be granted a 15-minute paid rest period during shifts of at least four hours. Employees whose shift is six hours or longer shall be granted a 15-minute paid rest period in each half of the employee's work shift. Unless otherwise approved by the executive director or authorized designee, such breaks shall not be taken within one hour of the employee's starting time, quitting time, or meal break and shall not be accumulated or used to supplement meal breaks, arrive at work late, or leave work early.
- b. Employees who work less than three and one-half hours in a day will not receive a paid rest period.
- c. When traveling overnight, such as on a train, where sleeping facilities are purchased, a rest break of at least 8 hours is required.

11. Meal Periods

- ~~a. All non-exempt employees must take at least a 30-minute meal period during the day if the employee will work more than five hours. This break must be taken during the day and not be "tacked" onto the beginning or end of the workday. SRTA will provide the opportunity for meal periods, but it is up to the employee to schedule and to take the break allocated. SRTA shall not assign a non-exempt employee work-related responsibilities during the meal period.~~

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- ~~b. Non-exempt employees should take their meal break in order to avoid unapproved or unnecessary overtime or compensatory time off. Non-exempt employees may not waive their meal period for the day without prior written approval by the executive director or his/her designee. If a non-exempt employee does not take their meal break during the day, and works at least eight hours, the employee shall be paid overtime or compensatory time off at overtime rates for the meal period missed.~~

11. Meal Periods

- a. All non-exempt employees must take at least a 30-minute meal period during the day if the employee will work more than five hours. Employees may not waive their meal break period for the day without written approval by the executive director or his/her designee. This break cannot be "tacked" onto the beginning or end of the workday. SRTA will provide the opportunity for meal periods, but it is up to the employee to schedule and to take the break allocated. SRTA shall not assign a non-exempt employee work-related responsibilities during the meal period.

12. Telecommuting

- a. Full time SRTA employees report to work at a regularly assigned work site. Telecommuting allows an employee to work at a location other than the conventional office, such as an employee's home or a satellite office. Telecommuting can be used periodically, as occasions arise where both SRTA and the employee would benefit from such an arrangement.
- b. The supervisor may approve telecommuting on a case by case basis for employees whose circumstances are such that they are able to work but don't allow them to physically get to the office. This is generally limited to whole workday increments, and infrequent occasions when travel to the work site would not be reasonably possible, however the employee is available to work from another location.
- c. The employee must request the telecommuting schedule on a form provided by SRTA. The form should list specific work tasks to be completed by the employee. No telecommuting may occur prior to the form being completed and approved.
- d. Telecommuting is not a substitute for sick leave, child or elder care. The telecommuter must provide child or dependent care in a manner that allows job responsibilities to be successfully met. The duties, obligations, responsibilities, and conditions of an employee are not changed by telecommuting. Employee should be readily accessible by regular communication methods during their normal working hours.
- e. Telecommuting is available to all non-exempt employees that have completed their first evaluation and are not subject to a corrective action plan.

5.05.090 - OVERTIME PAY

domestic partner, father, mother, son, daughter, sister, brother, grandparent, grandchild, step grandparents, stepparents, stepchildren, stepsisters, stepbrothers, and step grandchildren.

- a. Verification of Bereavement Leave - Satisfactory proof of death may be required at the discretion of the executive director or authorized designee for any use of bereavement leave.

5.10.090 - MISCELLANEOUS EMPLOYEE LEAVE

A. POLICY

1. There are many reasons an employee may be placed on temporary leave. Continued pay, benefits and reinstatement rights depend on the employee circumstances, and state and federal requirements. Requests for leave shall be discussed with the Agency human resources contract provider and the executive director. Requests shall be submitted in writing by the employee with sufficient detail for the Agency to make a determination under the applicable policies or laws. The executive director or authorized designee may grant or deny the requested leave of absence for some or all of the requested period. Requests for leaves shall not be unreasonably denied.

B. RELEASE FROM DUTY

1. When the best interest of the Agency requires the immediate removal of the employee from his/her position, any employee may be released from regularly assigned duties, with pay and benefits, by the executive director or authorized designee for a period not to exceed two weeks of pay based on the employees approved work schedule. Upon showing of good cause by the executive director or authorized designee, such release from duty may be extended up to an additional two weeks.

C. PREGNANCY DISABILITY LEAVE/REASONABLE ACCOMMODATION

1. Notice: The Agency complies with the Pregnancy Disability Leave (PDL) and reasonable accommodation provisions of the California Fair Employment and Housing Act (FEHA).
2. Pregnancy Disability Transfer & Reasonable Accommodations: The Agency will provide reasonable accommodations for a female employee for conditions related to pregnancy, childbirth, or related medical conditions, if she so requests, with the advice of her health care provider. This includes, but is not limited to, temporarily transferring a pregnant female employee to a less strenuous position or to less strenuous duties for the duration of her pregnancy, if she so requests, with the advice of her physician, where that transfer can be reasonably accommodated.
3. Pregnancy Disability Leave: If a female employee is disabled by pregnancy, childbirth or related medical conditions, or needs to take time off for prenatal care, she is entitled to take an unpaid pregnancy disability leave of up to four months for the period of time she is actually disabled.

- a. A “four-month leave” means the number of days the employee would normally work within four months. For a full-time employee who works five eight-hour days per week, “four months” means 88 eight-hour days of leave entitlement. For employees who work more or less than five days a week, the number of working days which constitutes “four months” is calculated on a pro rata or proportional basis.
 - b. Leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by the employee’s health care provider.
 - c. A pregnancy disability leave contains a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.
4. Notice: If an employee’s need for a pregnancy disability leave or transfer is foreseeable, she must give the Agency at least 30 days’ prior notice of the need for leave or transfer, preferably in writing. If this is not practicable or the need for leave is unforeseeable, the employee must at least give notice as soon as practicable (generally either the same day or the next business day after learning of the need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, the employee must consult with the Agency and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to Agency operations. Any such scheduling will be subject to the approval of the employee’s health care provider.
5. Medical Certification & Recertification: In connection with a request for a pregnancy disability leave or transfer, the employee must provide appropriate medical certification from the relevant health care provider within 15 calendar days after the request for leave, if practicable. If the employee provides at least 30 days’ notice before the commencement of the leave, she should provide the medical certification before leave begins. Failure to timely provide a complete and clear medical certification may be grounds for delay or denial of the leave or transfer, or for non-designation of the leave as Pregnancy Disability Leave.
- a. The certification indicating disability necessitating a leave should contain:
 - I. The date on which the employee became disabled due to pregnancy.
 - II. The probable duration of the period or periods of disability, and
 - III. An explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
 - b. The certification indicating the medical advisability of a transfer should contain:
 - I. The date on which the need to transfer became medically advisable,
 - II. The probable duration of the period or periods of the need to transfer, and

III. An explanatory statement that, due to the employee's pregnancy, the transfer is medically advisable. Additionally, the explanatory statement should contain a description of the accommodation/transfer.

Upon the expiration of the time period which the health care provider originally estimated that the employee needed, the Agency may require the employee to obtain recertification if additional time is requested by the employee.

6. Pay Status: Pregnancy Disability Leave is unpaid leave unless an employee has accrued leave balances (including compensatory time off, administrative leave, holiday credit, vacation, and sick leave). Where the employee has accrued leave balances, the following will apply:
 - a. The employee must use accrued sick leave. The employee also has the option, but is not required, to use vacation and other accrued leave balances.
 - b. However, if an employee is receiving wage replacement benefits including, but not limited to, State Disability Insurance (SDI), Paid Family Leave (PFL) insurance, or workers' compensation payments, while taking Pregnancy Disability Leave, the employee will not be required to coordinate accrued leave balances with these benefits unless he/she so chooses. An employee must notify payroll immediately if/when she receives wage replacement benefits and if she wishes accrued leave to be coordinated with these benefits. The substitution of paid leave for unpaid leave does not extend the maximum leave period. Further, in no case may the substitution of paid leave for unpaid leave, or coordinating leave balances with wage replacement benefits, result in the employee receiving more than 100% of his/her salary. If the employee is not eligible to substitute paid leave, she may still be eligible for unpaid Pregnancy Disability Leave. An employee will not earn any additional paid time off during the unpaid portion of his/her leave.

D. LEAVE WITHOUT PAY

1. A non-exempt full-time employee may request up to 10 days per calendar year of unpaid leave for personal reasons. An employee requesting leave without pay should not have any remaining compensation time off accrued and shall have less than one year's worth of vacation accrual available. No benefits such as sick leave and vacation will accrue when taking unpaid leave under this provision.

5.10.100 - JURY AND WITNESS DUTY

- A. Full-time employees who are subpoenaed to appear as jurors or witnesses in court cases, other than those of a personal nature, will be paid their full hourly rates based on their approved work schedule.
- B. The employee is required to report to work if, at the time he/she is released, more than two hours remain to their workday. Upon return, the employee should submit the stamped verification of jury duty receipt issued by the Court. The employee should submit to his/her immediate supervisor