

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
HUMAN RESOURCES COMMITTEE
Tuesday, October 15, 2019
2:00 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 Chimenti were present.

SRTA Executive Director Daniel Little, Chief Fiscal Officer Monika Long and Administrative Associate Amy Lindsey were also present.

1. **Call to Order/Introductions**

Board Member Schreder called the meeting to order at 2:45 p.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **Approve June 5, 2019, Human Resources Committee Meeting Action Minutes**

By motion made and seconded (Moty/Schreder), the minutes passed unanimously.

4. **Discuss and Consider Recommendation Regarding Update to SRTA Human Resources Policies and Procedures**

Staff recommendation: It is recommended that the Human Resources Committee discuss and consider the following:

1. Mid-manger Role – Provides policies to reflect the current practice of offering a temporary mid-manager professional development opportunity.
2. Employee Leave Without Pay – Following up to an item referred back to staff at the prior meeting, provides an option for an employee to take up to 10 days unpaid annual leave provided their vacation leave balance is below one year of the accrual rate, and they have used all available compensation time off. Time off must be approved in advance. Pay is not received for that day and no benefits will accrue.
3. Meal Periods – Simplifies the meal period definition to make it easier to understand and allows more flexibility as to when meal period is taken during their workday and eliminates compensation time for employees who waive their lunch.

By motion made and seconded (Moty/Chimenti) the motion passed unanimously. The Human Resources Committee recommends the SRTA board of directors approve the changes.

There being no further business, Board Member Schreder adjourned the meeting at 3:03 p.m.

Respectfully submitted,

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