



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
611 I Street, Suite B
Eureka, CA 95501
(707) 444-8208
www.hcaog.net

AGENDA ITEM 10
HCAOG Board Meeting
April 20, 2023

DATE: April 10, 2023
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Beth Burks, Executive Director
SUBJECT: **Revised 2023 HCAOG Personnel Policies & Procedures Handbook**

STAFF REPORT

Contents:

- Staff Recommended Action
- Staff Summary
- Resolution 23-16
- Revised 2023 HCAOG Personnel Policies & Procedures Handbook

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:
"The HCAOG Board adopts Resolution 23-16 approving revisions to the HCAOG Personnel Policies & Procedures."

Staff Summary:

The HCAOG Personnel Policies and Procedures Handbook (Policies) have been updated to incorporate policies related to the reducing full time hours to 34-hours per work week. This is consistent with the Draft and Final Fiscal Year 23-24 Overall Work Plan and Budget. The revised Handbook would take effect on July 1, 2023. Changes from the current Policies and Procedures are shown in color and strikeout in the attachment.

Specific changes and clarifications made:

- Full time employment is considered 34 hours per week (pages 13, 14, and 24).
- For non-exempt employees, comp time/overtime does not start until 40 hours within a week, rather than 8 hours in a day (pages 13 and 23). Note that HCAOG does not typically support overtime.
- No additional benefit on weeks with a holiday (page 51).
- If an employee takes time off to assist with elections, they would not get additional time off those weeks (page 53).
- Minor clarifications throughout