



**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 10c**  
**HCAOG Board Meeting**  
**September 17, 2026**

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DATE: September 9, 2026  
TO: HCAOG Board of Directors  
FROM: Rob Holmlund, Executive Director  
SUBJECT: **Draft Personnel Policies and Procedures Revisions**

**STAFF REPORT**

**Contents:**

- Staff's Recommended Action
- Staff Summary
- Draft Personnel Policies and Procedures

**Staff's Recommended Action:**

Motion to be approved by consent:

"I move that the Board adopt the HCAOG Personnel Policies and Procedures as revised"

**Staff Summary:**

During a review of HCAOG's Personnel Policies and Procedures, staff identified several references to "Management and Confidential" employees. HCAOG's current job descriptions do not designate any positions as "Management and Confidential." Instead, HCAOG positions are classified as either exempt or non-exempt.

When the Board approved the current version of the Personnel Policies and Procedures at the Regular Board meeting in July 2025, the intent was for administrative leave benefits to apply to employees who fall within HCAOG's full-time exempt classification. However, the policy refers to "Management and Confidential" employees, a designation that is not used in HCAOG's current job descriptions. This creates an inconsistency between the Personnel Policies and HCAOG's actual position classifications.

Staff is recommending replacing references to "Management and Confidential" with "Full-time Exempt" to clarify which employees these provisions apply to and to make the wording consistent throughout the Personnel Policies. The revisions also update the group term life

insurance provision to use the same terminology. The proposed revisions do not create a new employee classification or change the amount of administrative leave or other benefits provided.

No other changes are being proposed at this time. Staff is requesting that the Board approve the HCAOG Personnel Policies and Procedures as revised to accurately reflect HCAOG's existing employee classifications.