



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
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AGENDA ITEM 7a
HCAOG Board Meeting
July 17, 2025

DATE: July 9, 2025
TO: HCAOG Board of Directors
FROM: Brendan Byrd, Executive Director
SUBJECT: **DRAFT Revised 2025 HCAOG Personnel Policies & Procedures Handbook**

STAFF REPORT

Contents:

- Staff Recommended Action
- Staff Summary
- Resolution 25-18
- DRAFT Revised 2025 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 25-18 approving revisions to the HCAOG Personnel Policies & Procedures."

Staff Summary:

Since the previous revision to HCAOG's Personnel Policy and Procedures Manual (Policy) in 2023, staff have been planning for a future update to the Policy to address a number of more-general items. Many of these general items have been encountered through the years interpreting or using the policy and include a number of areas where the Policy intent is difficult to determine or where the policy language is outdated. Additionally, in reviewing the Policy in preparation for this update, there are a number of other recommendations that are being made to bring HCAOG's policy in closer alignment with local regional standard practices. The revised Handbook is proposed to take effect retroactively to July 1, 2025.

Changes from the current Policy are shown in the attached version using tracked changes for clarity. Additional notes on the proposed changes are also bulleted below, with specific context provided for some of the larger proposed changes.

- **Minor Edits:** Throughout the document there are a number of small clarifying edits, grammar corrections, and formatting improvements to ensure consistency.
- **Policy #203 Section 1:** Proposed revision to make salary and wage increases based on merit, not automatic. Added requirement for any merit increase to be accompanied by evaluation or written approval. Added language/process for an employee that is not recommended for a merit increase.
- **Policy #203 Section 3:** Proposed language that initial salary placements above step 3 would require Board approval.
- **Policy #204 Section 3:** Updated performance evaluation intervals and provided language/process for employees recommended for extended probationary period.
- **Policy #206 Section 1:** Updated maximum compensatory time accrual to match HCAOG's 34-hour work week.
- **Policy #207 Section 10:** Proposed language that telework must be performed on an HCAOG provided computer and other minor changes.
- **Policy #211 Item 20:** Clarifying language for unapproved outside employment or activity.
- **Policy #301 Sections 2-4:** Updated benefit information to be current for dental, vision, and life insurance including dependents and amounts.
- **Policy #305:** Leave of absence language updated to state that employees can pay for insurance or it will be suspended.
- **Policy #305 Section 1:** Updated definition of immediate family for emergency leave.
- **Policy #305 Section 4:** Updated amounts of administrative leave. Added the intent for the purpose of the leave.
- **Policy #401:** Added language regarding domestic partnership in addition to marriage.
- **Policy #406 Section 9:** Updated remote access section to reflect current file server system.
- **Policy #412:** Updated language to include safety expectations for non-motorized transportation.

There is one proposed change to the Policy noted above that could result in changes to current employee benefits if approved, and that is the policy regarding Administrative Leave (Policy #305 Section 4). The Executive Director is proposing to clearly define the leave as shown, establish a tiered benefit amount based on position type (which is generally proportional to the amount of outside work hours that are expected), and reduce the benefit amount to reflect the number of hours that are currently in HCAOG's working schedule (34-hour per week). If enacted in full at this time, this would result in benefit reductions for both the Executive Director (from 80 to 68 hours) and the Senior Regional Planner (from 80 to 34 hours), which are currently the only two active employees that receive Administrative Leave.

In enacting the change to the Administrative Leave benefit there are a few ways in which the Board could recommend moving forward, which include:

1. Approving the proposed changes as authored, effective as of the first day of the current fiscal year for all existing and new employees.
2. Approve the changes but make them affect only *new* employees (keep current benefits limits for existing employees hired before this change).
3. Leave the benefit limits as currently written but add the proposed clarifying language on benefit intent.

The Executive Director will note that all current staff have been made aware of this proposed change, and it has been discussed through the process of working through this revision. As Option 1 above would reduce benefits for existing employees, there is mixed staff support in selecting this alternative. Option 2 would be the preferred option for other staff currently receiving this benefit. Option 3 is not recommended by the Executive Director, however, would likely have support from other existing staff.

The Executive Director's recommendation is that the Board approve the changes as currently proposed in the draft updated Policy, with the added note that staff are also seeking direction from the Board on how they would like to enact the changes to the Administrative Leave benefit as noted above.