

Employee Manual Draft Proposed Revisions

SBCCOG STEERING COMMITTEE - **REVISED**

TUESDAY, SEPTEMBER 11, 2023

Overview of Revisions or Additions



- Editing for Clarification & Typographical Errors
- Strengthening Requirements
- Adding New Laws



Examples

Editing for Clarification *(red is added language)*

3.5 Communication

- “Communication – All employees should make every attempt to communicate **respectfully, professionally, accurately...**” Pg. 8

3.6 Dress Code

- “Depending on the occasion, for more formal meetings, **business attire...**” Pg. 9

Strengthening Requirements *(red is added language)*

1.2 Integration Clause & the Right to Revise

- “**Further, any amendment or modification to the Employee Policy Manual that increases costs of employee compensation, or benefits will take effect upon approval by Governing Board**” Pg. 1

2.3.3 Timekeeping Requirements

- “**Altering, falsifying, and tampering time records...**” Pg. 3

Smoking Prohibition (New) Pg. 38

Drugs & Alcohol (Revised) Pg. 39



Examples

Adding New Laws

- Leaves Pg. 21 – 29
 - 5.6.2 California Family Rights Act (New)
 - 5.6.3 Pregnancy Related Disability Leave (New)
 - 5.6.4 Bereavement Leave (Revised)
 - 5.6.7 Time Off to Vote (New)
 - 5.6.8 Military Leaves (New)
 - 5.6.9 Military Spouse Leave (New)
 - 5.6.10 Leave Related to Domestic Violence, Sexual Assault or Stalking (New)
 - 5.6.11 Crime Victims' Leave (New)
 - Leave for Organ and Bone Marrow Donation (New)
 - School Activity Leave (New)
 - Kin Care Leave (New)
 - Volunteer Firefighter and Reserve Police Leave (New)
 - Alcohol and Drug Rehabilitation Leave (New)

Examples

- 6.1 Reasonable Accommodations (Revised) Pg. 29
- 6.2 Lactation Policy (New) Pg. 30
- 6.3 Equal Employment Opportunity (Revised) Pg. 31
- 6.4 Harassment, Discrimination and Retaliation Reporting (Revised) Pg. 33
- 6.5 Workplace Violence (New) Pg. 38
- Acknowledgment of Receipt (Revised) Pg. 46

Outstanding Items

The following items are currently being discussed with legal counsel:

Staff Comments

The draft document was shared with the SBCCOG staff and discussed at the August 2023 staff meeting. Primarily, there were questions from the staff regarding sick leave use of accruals and caps as well as existing balances.

Sick Leave

- Current policy – an employee accrues sick leave based on hours on pay status. An employee who is on full-time pay status (40 hours a week) accrues 8 hours of sick leave per month, which equates to 96 hours of sick leave per year. There is no cap and it cannot be cashed out. Doctor's note is required for use of more than three days in a row
- As of 9-8-2023:
 - Average for 13 full-time employees is 128 hours
 - 4 employees have over 150 Hrs
 - Use varies with the average around 59 hrs from start date
- Staff has asked member cities what their policies

Outstanding Items - *continued*

Sick Leave Potential Options

- No change
- Cap accruals to no more than 96 hrs per year with no roll over to the next year (*in the revised document*)
- Cap accruals to 120 hrs (3 weeks)
- Cap accruals at some amount and compensate employees that have balances over the cap by:
 - Grace period (2 yr)
 - Cap policy only for employees that start after 2020 @ no more than 96 hrs per year with no roll over
 - Some combination of the above
 - Other?

Outstanding Items - *continued*

Mileage Reimbursement

Policy needed due to telework:

Current Practice

- Calculating mileage based on the shortest distance (telework location or Torrance office)

Legal counsel confirmed method is fine & is drafting language



Questions?