

HR Policy Update Report



Date **9/22/2022**

Policy	What's needed	Committee Read	Board First Read	Meet and Confer	Board Second Read	Final Read/ Approved	Added to Policy Manual	% COMPL ETE	DONE	NOTES
Policy									<input type="radio"/>	
Policy 2250 (Separation from District)	Edits/Updates							0%	<input type="radio"/>	
Policy 2315 (Code of Conduct)	Edits/Updates	9/13/2021	9/23/2021		10/18/2021			0%	<input type="radio"/>	Sent back to committee by Board on 10/18/2021
Policy 2120 (Workers Compensation)	Edits/Updates	9/13/2021	10/14/2021					0%	<input type="radio"/>	Sent to Unions
Policy 2020 (Time off)	Edits/Updates								<input type="radio"/>	
Policy 2030 Holidays	Edits/Updates	X	X	X	X	X	X	100%	<input checked="" type="radio"/>	
Policy 4060 (Committees of the Board of Directors)	Edits/Updates/training								<input type="radio"/>	
Pricing Policy	Rec Team is working on this								<input type="radio"/>	
Policy 2090 (Probationary Period)	Updates needed to match MOU								<input type="radio"/>	
Policy 0005	Needs to cover policy against discrimination in hiring accommodations, essential functions, etc								<input type="radio"/>	

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Policy 2215	Needs updating due to new regs. I would also change the angle to the company policy on harassment, rather than the FEHA rule on harassment.								<input type="radio"/>	
Policy 2216	Language needs to be changed to: Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be initiated by the Department Manager or General Manager. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.								<input type="radio"/>	
Policy 2155	The language is not user friendly and could be updated in the future but is low priority.								<input type="radio"/>	

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Policy 2085	PT handbook and FT Manual do not match. We need to work on making the policies match								<input type="radio"/>	
policy 2190	PT Handbook includes prescribed medical marijuana but FT manual does not. We will need to decide District values w/ re: to marijuana additionally, we should consider adding the following lanugage to FT Manual: Employees are also prohibited from being under the influence of drugs including prescriptions, alcohol, prescribed medical marijuana and/or other controlled substances during hours of work or District work sites where such substances could impair in any way the fitness of an employee to perform his/her job duties. (continues in notes collumn)								<input type="radio"/>	An employee will be required to submit to a drug and/or alcohol test when reasonable suspicion exists to believe the employee may be under influence of illegal drugs or alcohol that may affect their ability to perform their job duties.

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Policy TBD	Unemployment insurance information is included in PT handbook but not FT Manual								<input type="radio"/>	
Policy 2005	Our PT handbook says 1000 hours and our FT Manual says 1200 hours. We need to decide as a District which we will do								<input type="radio"/>	
Policy 2150	There is more detail in the PT Handbook than the FT Manual. We may want to consider putting the same level of detail in the FT Manual								<input type="radio"/>	
Policy 2015	Language in the PT Handbook is different than the FT Manual. If we have the same expectations for PT and FT, we should ensure these are the same. Additionally, HR recommends amending the process for Exempt staff								<input type="radio"/>	

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Policy 2040	language in PT handbook refers to sick leave carryover but this is not in FT Manual: Unused sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days								<input type="radio"/>	
Policy 2035	Language outdated: "Your appearance and behavior shall always be impeccable." This should, at minimum, be reworded, but possibly deleted.								<input type="radio"/>	
Cash handling training/procedures	This information is in the PT handbook but not the FT Manual								<input type="radio"/>	
Keys	This information is in the PT handbook but not the FT Manual								<input type="radio"/>	
Policy 2295	The PT handbook and the FT Manual do not have the exact same information, but are close. We should align them.								<input type="radio"/>	

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Policy 2295 Transportation and General Vehicle Use	Do we want to add that employees are expected to clean District vehicles?								<input type="radio"/>	
Policy ?	Cap needed on how much annual leave an employee can take								<input type="radio"/>	
RR 3076 - Vidoe Recording/Surveillan ce									<input type="radio"/>	
Policy TBD	PT Handbook has info about Violence Free Environment but FT Manual does not. We need to ensure that both match. I'd recommend adding Violence Free Policy							0%	<input type="radio"/>	
									<input type="radio"/>	
									<input type="radio"/>	
Rules and Regulations										
RR 2250	Edits/Updates							0%	<input type="radio"/>	
RR 2120	Edits/Updates	9/13/2021	10/14/2021					0%	<input type="radio"/>	Sent to Unions
RR 2020	Edits/Updates	9/13/2021	9/23/2021					0%	<input type="radio"/>	Sent back to committee by Board on 10/18/2021
								0%	<input type="radio"/>	