

## **AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

### **ITEM #13: PERSONNEL MANUAL UPDATES & REVISIONS**

#### **SUBJECT:**

The HRPDC has revised sections of the Personnel Manual to accurately reflect its current policies and procedures.

#### **BACKGROUND:**

The Personnel Manual is a reference for employees of the HRPDC that provides general information on current human resource policies, procedures and benefits furnished by the HRPDC. The organization constantly reviews its policies and procedures to ensure the most accurate and up-to-date information is provided to its employees as it relates to their employment with the HRPDC.

On March 17, 2011, the HRPDC Personnel and Budget Committee met with the Executive Director and Human Resources Manager to review the most recent revisions to the manual. Those revisions include:

- Section IV.A. (page 9). This section has been updated to reflect that employees are not permitted to carry a negative leave balance unless approved in advance by the Executive Director.
- Section IV.D (pages 17-22). This section has been revised in order to strengthen the HRPDC's staff development program. Specific guidelines have been established and changes have been made to employee eligibility and additional service obligation requirements.
- Sections VIII.A through VIII.C (pages 41 & 42). This section has been revised to more accurately reflect the HRPDC's current recruitment, application and background check processes.
- Section VIII.W (page 54). A new section has been added to address internships with the HRPDC.
- Appendix A (pages A1-A4). Updated organizational charts for the HRPDC and HRTPO are included.
- Appendix C, Section VIII (page C-5). The HRPDC's policy on FMLA leave has been updated to require that employees use their sick and/or annual leave concurrently with FMLA. If an employee on FMLA is out less than the 12 weeks allowed by law, the HRPDC will permit an employee to retain up to 40 hours of leave. Also, for long-term employees who have accrued extraordinary amounts of leave, have utilized their entire FMLA benefit and are no longer eligible for FMLA, a provision was added to permit them to continue leave under the HRPDC's sick leave policy with approval from the Executive Director.

**RECOMMENDED ACTION:**

The HRPDC Personnel and Budget Committee recommends approval of the revisions to the HRPDC Personnel Manual.

Enclosure - Separate