

# UPDATE TO GCTD'S EMPLOYEE HANDBOOK & PERSONNEL RULES

PRESENTATION TO GCTD BOARD OF DIRECTORS

January 3, 2024



## Update: Organizational Strategic Goals & CA Employment Law Changes

**User friendly comprehensive Employee Handbook**

**Combine Personnel Rules & Policies – stand alone policies incorporated**

**Last update : March 1, 2023**

**HR staff review along with employment counsel updated the applicable sections, attached “mark-up” to the Board Report.**

**Copy provided to union representatives from SEIU & Teamsters**

# GCTD's Employee Handbook & Personnel Rules



## Added:

**Welcome! Memo (signed by General Manager)**

**About Us**

**Mission, Vision, Values & Commitment to Quality**

**Equal Employment Opportunity (EEO) Statement**

## Update:

**General update to correct restructured job titles. (since last Board approved)**

### **Section 4: Advancement in Rate of Compensation (Non-Represented)**

New classification structure approved by the Board: Compensation to non-represented staff is performance-based, with each job classification containing ten fixed steps for salary progression through the range.

### **Section 5: Overtime (Non-Represented)**

List of non-represented staff job titles who are exempt from overtime.

# GCTD's Employee Handbook & Personnel Rules



## Update:

### **Section 12: Paid Sick Leave & Section 18: Time Off**

Increases the paid sick leave law minimum annual accrual from 3 days/24 hours to 5 days/40 hours per year.

Introduced a new statutory leave to a reproductive loss following a “reproductive loss event”, of up to 5 unpaid sick days.

### **Section 25: Employment in Competitive Services**

Employees working remotely are provided with employment job announcements.

### **Section 23: General Provisions: Unlawful Harassment, Discrimination, & Bullying and Section 33: Harassment, Discrimination & Bullying Policy**

Include cannabis use while off-duty, and reproductive health decision-making protections from unlawful harassment.

### **Section 31: Disability Accommodation Policy**

Include applicants, volunteers, and interns. Able to make complaints without fear.

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## Update:

### **Section 34: Zero Tolerance for Workplace Violence Policy**

Added language to the Injury & Illness Plan, contains safeguards on workplace violence.

By July 1, 2024, employers are required to implement a Workplace Violence Prevention Plan (WVPP)

### **Section 35: Inclement Weather & Emergency Conditions Policy**

Safeguards when employees cannot report to work in inclement weather or emergency conditions.

### **Section 40: Identification/Access Control (ID) Badge Policy (new)**

Maintain safeguards & security of the ID badge access to property.

### **Section 41: Standards of Conduct Policy (Non-Represented)**

Language to apply to law.

# GCTD's Employee Handbook & Personnel Rules



**GCTD's other long-standing employment processes and policies are complaint.**

## **Recommendation Action**

**It is recommended that the Board Approve  
the Updated Employee Handbook & Personnel Rules,  
effective January 3, 2024.**

# Questions?

