

UPDATE TO GCTD'S EMPLOYEE HANDBOOK & PERSONNEL RULES

PRESENTATION TO GCTD BOARD OF DIRECTORS

March 4, 2026



Employee Handbook & Personnel Rules

Ensure Alignment with GCTD Strategic Goals & with updates to CA Employment Law



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Annual Comprehensive Review

Senior management along with employment counsel provided updates to applicable sections, attached “mark-up” to board report

Copy provided to union representatives from SEIU & Teamsters
-Received no feedback

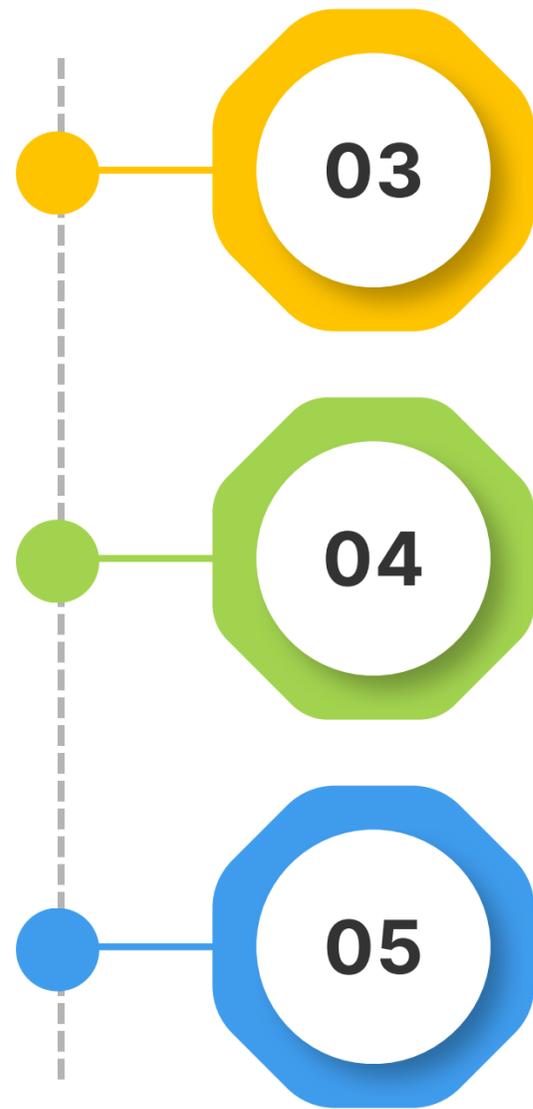


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Last Update: March 5, 2025



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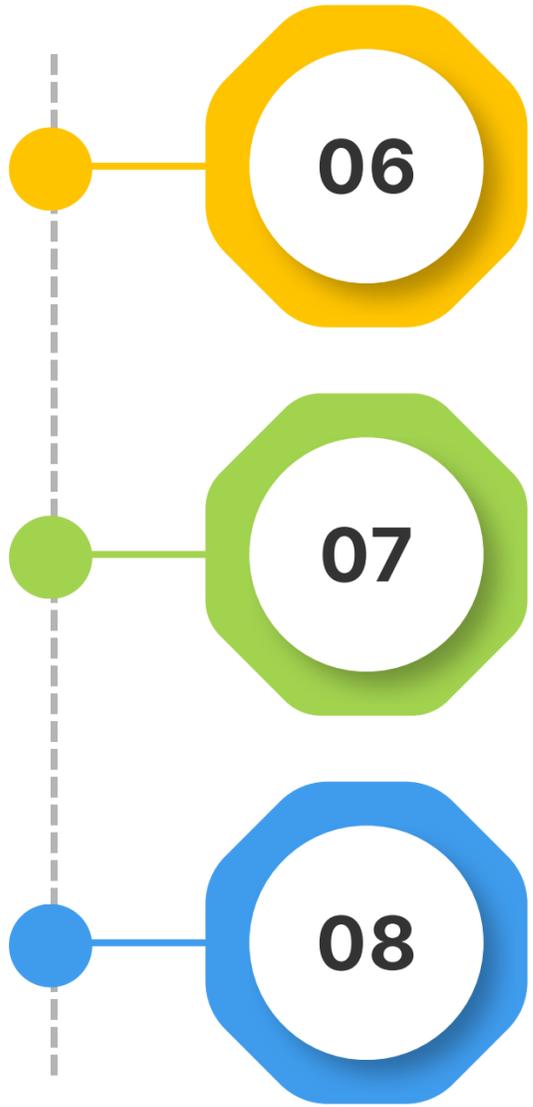
General update to board approved job position titles
since last board approval

Section 2: Equal Employment Opportunity (EEO) Statement
Added language to apply to law. Strengthening our commitment as equal employment opportunity employer.

Section 3: Salary Rates Compensation
Added language to apply to law. Updated list of SEIU and Teamsters job position titles.



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Section 5: Overtime

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

Section 7: Bilingual Pay

Updated compensation pay to reflect FY 2026-27.

Section 9: Insurance

Added language: GCTD benefit coverage & contribution for eligible employees.



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Section 12: Paid Sick Leave and Section 18: Time Off and Section 33: Harassment, Discrimination and Bullying and Retaliation Prevention Policy

Introduced a new statutory leave to include victim leave and “family member” victim leave and protections from unlawful retaliation



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Section 16: Pregnancy Disability Leave (PDL)

Added language: to include new statutory leave to include request for modified job duties or transfer related to pregnancy and protections



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Section 19: Holidays

Modified language to receive holiday pay and accrual. For staff scheduled to work holiday.

Section 20: Executive Leave & Insurance

Modified language to reflect annual accrual in hours. No change to benefit.

Section 22: Textbook and Tuition Reimbursement

Increase reimbursement amount.



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Section 25: Employment in Competitive Services (G) Probationary Period

Updated language to reflect probationary period as described in applicable MOU's and for non-represented & administrative staff.

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Section 29: Personnel Records

Introduced a new statutory clause to personnel records

- related to performance, education and/or training records & grievances.
- related to confidentiality & employee rights & safeguards in case of an emergency and/or if you are arrested or detained (CA Workplace Know Your Rights Act)



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Section 42: Standards of Conduct Policy and Section 43: Electronic Communications Computer Use Policy

Updated language to reflect to applicable personnel.

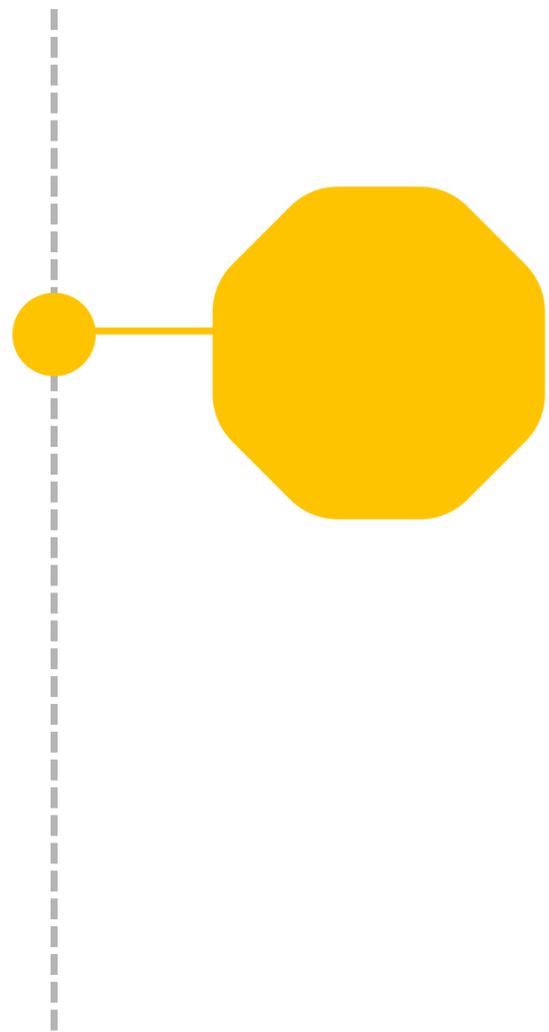


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GCTD's other long-standing employment processes are complaint



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It is recommended that the Board Approve the Update to the Employee Handbook & Personnel Rules, effective March 4, 2026

Questions?

