

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

(COMMISSIONERS STEVE ADAMS, MARION ASHLEY, BOB BUSTER,
MARY CRATON, TERRY HENDERSON, BOB MAGEE, JEFF STONE,
JOHN TAVAGLIONE, MICHAEL WILSON, ROY WILSON)

9:00 A.M.

WEDNESDAY, JANUARY 9, 2008

County of Riverside Administrative Center
Conference Room A
4080 Lemon Street, Third Floor, Riverside

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 787-7141. Notification of at least 48 hours prior to meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF MINUTES – [JULY 11, 2007](#), [SEPTEMBER 12, 2007](#) AND [SEPTEMBER 20, 2007](#)**
- 4. ADDITIONS/REVISIONS** - *The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*

5. PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATE SECTION 2.3 "VACANCIES", SECTION 2.11 "PROMOTION", SECTION 3.9 "COMPENSATION", AND SECTION 5.3 "HOLIDAY LEAVE"

Overview

This item is for the Committee to:

- 1) Approve the revision to the Personnel Policies and Procedures Manual to amend Section 2.3 "Vacancies", Section 2.11 "Promotion", Section 3.9 "Compensation", and Section 5.3 "Holiday Leave"; and
- 2) Adopt Resolution No. 08-008 *"Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual"*.

6. ADJOURNMENT

The next Executive Committee meeting is scheduled to be held at **9:00 a.m., Wednesday, February 13, 2008**, 4080 Lemon Street, 3rd Floor, Conference Room A, Riverside.

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

July 11, 2007

Minutes

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Terry Henderson at 9:14 a.m. in Conference Room A at the County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside, California, 92501.

Commissioners Present

Marion Ashley
Bob Buster
Mary Craton
Terry Henderson
Bob Magee
Jeff Stone
Michael Wilson

Commissioners Absent

Steve Adams
John Tavaglione
Roy Wilson

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Ashley/Craton) to approve the minutes of April 11, 2007 as submitted.

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. CLOSED SESSION

5A. Public Employee Performance Evaluation
Title: Executive Director

5B. Conference with Labor Negotiators:
Agency Representatives: Chair or designee
Unrepresented Employee: Executive Director

There were no announcements for Closed Session items.

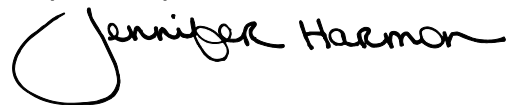
6. EXECUTIVE DIRECTOR'S CONTRACT

M/S/C (Magee/Buster) to amend the Executive Director's contract pursuant to discussion in closed session.

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:30 a.m. The next Executive Committee meeting is scheduled to be held at 9:00 a.m., Wednesday, September 12, 2007, 4080 Lemon Street, Third Floor, Conference Room A, Riverside, California 92501.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Harmon". The signature is written in a cursive style with a large, looping initial "J".

Jennifer Harmon
Clerk of the Board

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

September 12, 2007

Minutes

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Terry Henderson at 9:06 a.m. in Conference Room A at the County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside, California, 92501.

Commissioners Present

Marion Ashley
Bob Buster
Mary Craton
Terry Henderson
Bob Magee
Jeff Stone
John Tavaglione
Michael Wilson
Roy Wilson

Commissioners Absent

Steve Adams

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

The minutes of the July 11, 2007 meeting will be submitted at the next regular meeting.

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. CLOSED SESSION – EXECUTIVE DIRECTOR RECRUITMENT

5A. Public Employee Appointment
Title: Executive Director

5B. Conference with Labor Negotiators:
Agency Designated Representative: Chair or subcommittee of
Executive Committee
Unrepresented Employee: Incoming Executive Director

There were no announcements from Closed Session items.

6. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:36 a.m. The next Executive Committee meeting is scheduled to be held at 9:00 a.m., Wednesday, October 10, 2007, 4080 Lemon Street, Third Floor, Conference Room A, Riverside, California 92501.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Harmon". The signature is written in a cursive style with a large, looped initial "J".

Jennifer Harmon
Clerk of the Board

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

September 20, 2007

Minutes

1. CALL TO ORDER

The special meeting of the Executive Committee was called to order by Chair Terry Henderson at 12:05 p.m. in Conference Room A at the County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside, California, 92501.

Commissioners Present

Steve Adams
Marion Ashley
Bob Buster
Mary Craton
Terry Henderson
Bob Magee
Jeff Stone
John Tavaglione
Michael Wilson
Roy Wilson

Commissioners Absent

None

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

4. CLOSED SESSION – EXECUTIVE DIRECTOR RECRUITMENT

4A. Public Employee Appointment
Title: Executive Director

- 4B.** Conference with Labor Negotiators:
Agency Designated Representative: Chair or subcommittee of
Executive Committee
Unrepresented Employee: Incoming Executive Director

There were no announcements from Closed Session items.

5. ADJOURNMENT

There being no other items to be considered, the Executive Committee special meeting adjourned at 2:35 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Harmon". The signature is written in a cursive style with a large, looped initial "J".

Jennifer Harmon
Clerk of the Board

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	January 9, 2008
TO:	Executive Committee
FROM:	Michele Cisneros, Accounting and Human Resources Manager
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Personnel Policies and Procedures Manual Update Section 2.3 "Vacancies", Section 2.11 "Promotion", Section 3.9 "Compensation", and Section 5.3 "Holiday Leave"

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Approve the revision to the Personnel Policies and Procedures Manual to amend Section 2.3 "Vacancies", Section 2.11 "Promotion", Section 3.9 "Compensation", and Section 5.3 "Holiday Leave"; and
- 2) Adopt Resolution No. 08-008 *"Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual"*.

BACKGROUND INFORMATION:

Staff has completed a review and has revised the Personnel Policies and Procedures Manual. The revised Personnel Policies and Procedures Manual has been reviewed and approved by the Executive Director and legal counsel. The major changes to the Personnel Policies and Procedures Manual include:

Section 2.3 "Vacancies"

Staff is proposing to add language that would allow the Executive Director to determine if it is in the Commission's best interest to down grade a vacant position's job classification or the pay grade.

Section 2.11 "Promotion"

The Commission's current policy limits a salary increase of 10% to employees promoted to a new position. Staff is proposing to add language that would allow the Executive Director to authorize a salary increase in excess of 10% to employees promoted to a new position as long as the increase is within the salary range based on the most recent compensation study.

Section 3.9 "Compensation"

The Commission's current compensation policy provides for a merit salary increase at twelve-month intervals. Staff is proposing to add language that would give the Executive Director the authority to grant salary equity adjustments outside the normal merit salary increase intervals. This authority would allow the Executive Director to address issues related to internal salary compression, retention considerations, and classification parity. A salary equity adjustment must stay within the salary range based on the most recent compensation study.

Section 5.3 "Holiday Leave"

Exempt employees who work during a pay period that includes a paid holiday are granted holiday leave for hours in excess of 80 hours. The holiday leave policy limits the holiday leave accrual to 80 hours of holiday time. Commission responsibilities may require employees to work on a paid holiday in order to meet deadlines. Therefore, staff is proposing to add language that would allow the Executive Director the discretion to authorize holiday leave hours in excess of the accrual of 80 hours with the intent that the employee will use the accrued holiday leave when Commission responsibilities are completed.

Attachment: Resolution No. 08-008

RESOLUTION NO. 08-008

**RESOLUTION OF THE
RIVERSIDE COUNTY TRANSPORTATION COMMISSION
AMENDING ITS PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Commission has previously adopted personnel policies and procedures establishing the terms and conditions of employment the Commission; and

WHEREAS, the Commission wishes to update its personnel policies and procedures;

NOW, THEREFORE, be it resolved by the Riverside County Transportation Commission as follows;

Section 1. The previously adopted personnel policies and procedures manual of the Commission are hereby amended for the revisions of Section 2.3 "Vacancies", Section 2.11 "Promotion", Section 3.9 "Compensation", and Section 5.3 "Holiday Leave", set forth in Attachment "A", attached hereto and incorporated herein.

APPROVED AND ADOPTED this 9th day of January, 2008.

Jeff Stone, Chair
Riverside County Transportation Commission

ATTEST:

Jennifer Harmon, Clerk of the Board
Riverside County Transportation Commission

Attachment "A"

Section 2.3 Vacancies

When a vacancy occurs in an authorized position, the First Line supervisor will submit a request to fill the vacancy to the Human Resources Department. The immediate supervisor may recommend to fill the vacancy through internal or external recruitment. The Executive Director shall determine the process for selection or, in the alternative, determine that it is in RCTC's best interest to leave the position vacant or that the position warrants a down grade in the job classification or pay grade. This section shall not be construed to limit in any way the Executive Director's right to hire the most qualified person available to fill any vacancy.

Deleted: The Executive Director will be notified of the vacancy and the recommended process for selection. The Executive Director may determine that it is in RCTC's best interest to leave the position vacant

Section 2.11 Promotion

It is the policy of RCTC to fill authorized position vacancies with the most qualified individual available and to provide promotional opportunities for qualified employees. Employees interested in promotion to a position vacancy for which they are qualified shall submit an employment application per the recruitment process. Employees who have not successfully completed the probationary period for their current position are not eligible for promotional consideration.

Employees promoted to a new position shall be placed at a location within the salary range in which the position is classified which represents a ten percent increase in the employee's current salary. An employee promoted to a new position having a minimum salary range higher than a ten percent increase over the employee's current salary shall be placed at the minimum level of the new salary range. The Executive Director has the discretion to authorize salary levels within the salary range based on the most recent compensation study.

Section 3.9 Compensation

New employees of RCTC shall normally be hired at the minimum level of the salary range assigned to the classification. In the event a potential employee possesses extraordinary skill, training or ability, or where exceptional recruitment difficulties are encountered, employment offers may be made at a higher rate whenever such would be in RCTC's best interest. Offers of employment at the minimum to middle step of the salary range may be made by the Deputy Executive Director for Human Resources in cooperation with the hiring First Line Supervisor.

Individuals hired shall be eligible for a merit salary increase upon completion of their probationary periods, and at twelve month intervals thereafter. A completed performance evaluation with a satisfactory or higher rating shall be required for all salary increase recommendations. If the probationary period for a probationary employee is extended, the employee shall be eligible for a merit salary increase upon successful completion of the probationary period.

Salary equity adjustments outside the normal merit salary increase may be made by the Executive Director to address issues such as internal salary compression, retention considerations, and classification parity. In these instances, equity adjustments may be approved to remedy a salary inequity. Equity adjustments are not granted to reward performance and must stay within the established pay range determined by the most recent compensation study. Justification must accompany requests for equity adjustments, including specific outside salary offers in cases of retention, or a specific analysis of salary relationships in cases of correcting salary inequities.

Section 5.3 Holiday Leave

Exempt employees who work on a holiday shall be granted time for hours worked on a scheduled holiday and for hours worked in excess of 80 during a work period that includes a paid holiday. Such time shall accumulate in a holiday time bank and can be used like vacation. No employee shall accumulate more than eighty (80) hours of holiday time. Accrual of holiday time will cease once the employee's accumulated holiday hours equal eighty (80) hours. Accrual of holiday time will not recommence until an employee has used some holiday time and the accumulated holiday time has once again fallen below the maximum accumulation limit. The Executive Director has the discretion to authorize accumulated holiday time in excess of eighty (80) hours. The Executive Director shall provide payroll with a written notice of approval to accrue holiday time in excess of eighty (80) hours.

Non-exempt employees required to work on a holiday will receive eight hours of pay plus overtime.