

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE MEETING AGENDA

TIME: 9:00 a.m.

DATE: Wednesday, June 10, 2015

LOCATION: CONFERENCE ROOM A
County of Riverside Administrative Center
4080 Lemon Street, Third Floor, Riverside

☞ COMMITTEE MEMBERS ☞

Daryl Busch, City of Perris – Chair
Scott Matas, City of Desert Hot Springs – Vice Chair
John F. Tavaglione, County of Riverside, District 2 – Second Vice Chair
Steven Hernandez, City of Coachella
Karen Spiegel, City of Corona
Rick Gibbs, City of Murrieta
Ben Benoit, City of Wildomar
Kevin Jeffries, County of Riverside, District 1
Chuck Washington, County of Riverside, District 3
John J. Benoit, County of Riverside, District 4
Marion Ashley, County of Riverside, District 5

☞ AREAS OF RESPONSIBILITY ☞

Reviews and makes final decisions on personnel issues
and office operational matters.

Comments are welcomed by the Committee. If you wish to provide comments to the Committee, please complete and submit a Speaker Card to the Clerk of the Board.

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

9:00 A.M.

WEDNESDAY, JUNE 10, 2015

County of Riverside Administrative Center

Conference Room A

4080 Lemon Street, Third Floor, Riverside

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at the Commission office, 4080 Lemon Street, Third Floor, Riverside, CA, and on the Commission's website, www.rctc.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (951) 787-7141 if special assistance is needed to participate in a Commission meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF THE MINUTES – MAY 13, 2015**
- 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. ADOPT RESOLUTION NO. 15-013, “RESOLUTION OF THE RIVERSIDE COUNTY TRANSPORTATION COMMISSION AMENDING ITS PERSONNEL POLICIES AND PROCEDURES MANUAL” TO ADD THE RELOCATION EXPENSE REIMBURSEMENT POLICY**

Overview

This item is for the Committee to adopt Resolution No. 15-013, “Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual”, to add §2.10.1 Relocation Expense Reimbursement policy, guidelines, and procedures to the Personnel Policies and Procedures Manual.

- 6. ADJOURNMENT**

AGENDA ITEM 3

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

MAY 13, 2015

Minutes

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Daryl Busch at 8:34 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
Ben Benoit
John J. Benoit
Daryl Busch
Rick Gibbs
Scott Matas
John Tavaglione
Chuck Washington

Commissioners Absent

Steven Hernandez
Kevin Jeffries
Karen Spiegel

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Gibbs/Matas) to approve the minutes of April 8, 2015, as submitted.

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. CLOSED SESSION

5A. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO SECTION 54957.6

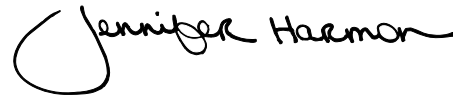
Agency Representative: Executive Director
Unrepresented Employees: All Commission Personnel

There was no announcement from the Closed Session item.

6. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:15 a.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

AGENDA ITEM 5

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	June 10, 2015
TO:	Executive Committee
FROM:	Beth Gutierrez, Human Resources Administrator
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Adopt Resolution No. 15-013, <i>“Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual”</i> to Add the Relocation Expense Reimbursement Policy

STAFF RECOMMENDATION:

This item is for the Committee to adopt Resolution No. 15-013, *“Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual”*, to add §2.10.1 Relocation Expense Reimbursement policy, guidelines, and procedures to the Personnel Policies and Procedures Manual.

BACKGROUND INFORMATION:

At the April 8 meeting of the Executive Committee, Executive Director Anne Mayer discussed the organizational changes the Commission will be experiencing as a result of the addition of three Toll Program positions in anticipation of the opening of the State Route 91 and Interstate 15 Express Lanes. The Commission will conduct a national search to seek a highly qualified and competitive candidate pool, particularly for the Toll Operations Manager position. As a result, relocation expenses could become a limiting factor in the recruitment process. Given the significance of this program, it is recommended a reimbursement policy be implemented.

It is the intent of the Commission to fill job openings in the most economical way possible. Payment of relocation expenses will only be authorized when it is necessary to recruit the most qualified candidate to fill what typically would be management (executive or program/project) or a critical hire position. The underlying philosophy of this relocation expense reimbursement policy is that claims and payments should cover necessary, reasonable, and actual expenditures, and be fair and equitable to employees and the Commission.

As delegated by the Executive Committee, this policy for payment of relocation expenses is administered by the Executive Director and is dependent upon funds available during the fiscal year. Any offers to pay relocation expenses require prior written approval by the Executive Director, or designee, and will not exceed \$20,000.

The purpose of the Relocation Expense Reimbursement Policy is to provide a means for compensating eligible employees for pre-authorized and reasonable relocation expenses. This document states RCTC policy, guidelines, and procedures for payment.

Financial Information					
In Fiscal Year Budget:	Yes	Year:	FY 2015/16	Amount:	\$20,000
Source of Funds:	2009 Measure A Western Riverside County Highways			Budget Adjustment:	N/A
GL/Project Accounting No.:	003028 73660 26231 73660				
Fiscal Procedures Approved:	<i>Sherida Trevino</i>			Date:	06/04/15

Attachments:

- 1) §2.10.1 Relocation Expense Reimbursement Policy
- 2) Resolution No. 15-013

§2.10.1 Relocation Expense Reimbursement

It is the intent of the Riverside County Transportation Commission (RCTC) to fill job openings in the most economical way possible. Payment of relocation expenses will only be authorized, when there is a lack of qualified candidates in the local labor market to fill what typically would be management (executive or program/project) or a critical hire position. The underlying philosophy of this relocation expense policy is that claims and payments should cover necessary, reasonable and actual expenditures and be fair and equitable to employees and RCTC.

As delegated by the Executive Committee, this policy for payment of relocation expenses is administered by the Executive Director and is dependent upon funds available during the fiscal year. Any offers to pay relocation expenses require prior written approval by the Executive Director or designee.

The purpose of the Relocation Expense Reimbursement Policy and Guidelines is to provide a means for compensating eligible employees for pre-authorized and reasonable relocation expenses. This document states RCTC policy, guidelines, and procedures for payment.

A. Eligibility for Relocation Expense Payment

Payment for relocation expenses may be authorized for a new employee in a management and/or critical hire position who resides outside of the Riverside County area. Relocation expenses will only be authorized for new hires who live in excess of 250 miles from Riverside County at time of initial employment offer. Each situation will be reviewed on an individual basis, taking into consideration the reasonableness of the proposed request. No request will automatically qualify for reimbursement.

1. Voluntary Resignation

Authorized relocation expenses must be repaid to RCTC if the employee voluntarily resigns from employment as specified below:

- a) Within twelve (12) months of hire date: 75% of paid relocation expenses
- b) Between twelve (12) and eighteen (18) months of hire date: 50% of paid relocation expenses
- c) Between eighteen (18) and twenty-four (24) months of hire date: 25% of paid relocation expenses
- d) No repayment is required after twenty-four (24) months of employment

2. Involuntary Termination

For involuntary termination of employment for reasons other than reduction in force or organizational change, a repayment of relocation expenses is to be paid as follows:

- a) Within twelve (12) months of hire date: 100% of paid relocation expenses
- b) Between twelve (12) and twenty-four (24) months of hire date: 50% of paid relocation expenses

B. Eligible Relocation Expenses

Relocation expenses paid to a new employee for the employee's benefit, are considered compensation, and will be added to the employee's W-2 statement at the end of the calendar year. Federal and state laws require taxation on certain reimbursed relocation expenses. When authorized by RCTC, an eligible employee can be granted compensation for relocation expenses as shown below. RCTC will provide an advance payment to the employee, when authorized, within the total amount allocated for relocation for one or more of the following expenses:

1. Moving Expenses

- a) Household Goods and Personal Property. The cost of packing, loading, transporting, unloading, and unpacking household goods and personal property.
- b) Passenger Vehicles. The cost of shipping and insuring in-transit passenger vehicles by a moving company car carrier service.
- c) Insurance. The cost of moving protection insurance for the actual value of household goods and personal property.
- d) Appliance Service. The cost of disconnecting and re-installation of appliances at origin and destination for washers, dryers, refrigerators, freezers, stoves, etc. Any additional charges for storage-in-transit at point of origin, extra pick-up and deliveries, entry into pallets, and storage charges must be paid by the employee directly to the moving company.

2. Transportation Expenses

Actual transportation expenses for the employee and the employee's immediate family, from the prior residence to the workplace. Transportation will be by the most direct route, using:

- a) Air Coach (economy rate)
- b) Automobile. If the employee drives, in lieu of shipping automobile, payment will be at the most current IRS rate per mile.
- c) First Class Rail Fare and roomette during overnight travel, whichever is more economical.
- d) Tolls and parking costs.

3. Temporary Housing Expenses

RCTC will pay for temporary housing expenses associated with establishing a new permanent residence for the purpose of:

- a) Selling the original residence
- b) Packing and shipping household items
- c) Temporary housing costs are authorized for a period of up to 60 days. The Executive Director can approve extensions in writing when deemed necessary. Authorization for temporary living and commuting expenses will terminate once the employee moves into his/her new residence.

C. Non-Eligible Expenses

Compensation will not be authorized for the expenses listed below:

1. Moving Expenses

- a) Extra costs of Saturday, Sunday, holiday service, or waiting time.
- b) Costs in excess of the costs required to move to or from a location other than the established former residence at the time of hire. An employee may relocate to or from a place other than the established former residence but the cost may not exceed the amount which would be required to relocate from the established former residence.

D. Claims Against Moving Company

The employee shall be responsible for selecting and contracting with a qualified and reputable moving company. All claims against the moving company for lost or damaged goods should be negotiated directly between the employee and the moving company, or the insurance company.

E. Maximum Reimbursement Allowable

The maximum amount of compensation for relocation shall be determined on an individual basis by the Human Resources designee and approved by the Executive Director or designee. **In no event will the reimbursement provided under this policy exceed \$20,000 unless a specific written approval is provided but the Executive Director under Section F, below.**

F. Approvals

All relocation agreements and expense payments within the limits specified in this document require advance written authorization by the Executive Director or designee. Human Resources will obtain approval of expenses and prepare the Relocation Expense Reimbursement Authorization Form that includes the name of the individual, job classification, starting salary, maximum negotiated allowance, and a statement that the cost to be incurred will come from the hiring department's approved budget.

All exceptions to the limits and items stated in this document require advance written approval of the Executive Director including:

- 1. Relocation expense reimbursement which exceeds the maximum allowable amount.
- 2. Any other items as stated in this policy.

G. Responsibility for Relocation Expenses

All relocation expenses will be charged to the hiring department utilizing the proper project code as assigned by the Finance Department.

H. Procedure for Reimbursement

RCTC will reimburse a new employee's reasonable relocation expenses, based on the employee's provided receipts and supporting documentation. An itemized explanation

along with relocation expense receipts must clearly describe the relocation expense and be submitted to Human Resources no later than sixty (60) days from the first day of employment.

Human Resources will review all documentation for clarity, approve the reimbursement of eligible expenses, and forward to the Finance department for processing with the next appropriate check run.

The employee is advised to consult with his/her accountant or tax professional to determine which expenses might be tax-deductible. However, the entire amount reimbursed to the employee from RCTC will be included on the W-2, as required by the Internal Revenue Service.

I. Relocation Expense Reimbursement Authorization Form

Those for whom relocation expenses are provided must sign the Relocation Expense Reimbursement Authorization Form no later than the first day of employment with RCTC.

Any questions about reimbursement of relocation expenses or any aspect of this policy and guidelines should be directed to Human Resources.

RESOLUTION NO. 15-013

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

WHEREAS, the Commission has previously adopted Personnel Policies and Procedures Manual establishing the terms and conditions of employment with the Commission; and

WHEREAS, the Commission wishes to update its Personnel Policies and Procedures Manual;

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 approved and adopted on October 9, 2013, is hereby amended on June 10, 2015, for the addition of Section §2.10.1, set forth in Attachment "A", attached hereto and incorporated herein.

Section 2. This resolution shall take place immediately upon its adoption.

APPROVED AND ADOPTED this 10th day of June, 2015.

Daryl R. Busch, Chair
Riverside County Transportation Commission

ATTEST:

Jennifer Harmon
Riverside County Transportation Commission