

HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

February 3, 2022

Attendees:

Committee members: James V. Curatalo (Chair) and Mark Gibboney

Staff members: Roberta M. Perez, Chad Brantley, and Taya Victorino

Members of the Public: None.

Call to Order: 11:00 a.m.

Public Comment: None

Additions/Deletions to Agenda: None

Introductory Remarks by Chair Curatalo

Chair Curatalo announced for the record that this meeting was conducted by teleconference pursuant to Resolution No. 2021-12-1 as permitted under AB 361, in an effort to protect public health, prevent the spread of COVID-19 and because the state and/or local officials are recommending or imposing measure to promote social distancing. Further, the agenda states that there is no public location for attending this meeting in person. The agenda also states that the public may listen and provide comment telephonically by calling the number listed on the agenda. Chair Curatalo took a roll call of Committee members and staff present on the call, as listed above.

Amend Employee Policy No. 1.1, Definitions of Terms

- Staff proposed amendments to Employee Policy No. 1.1, Definition of Terms. The definition of terms policy outlines frequently used terms and phrases used throughout the Employee Policy Manual. The last update to the policy was August 2007.
- Staff recommended the policy be amended in its entirety, updating terms and adding definitions. In addition to amending the policy, staff recommended deleting Employee Policy 2.1, Definition of Terms, and merging the policies into one, eliminating redundant language.
- The Committee concurred and recommended forwarding the item to the Board of Directors for review and approval.

Amend Employee Policy No. 1.1, Definitions of Terms

- Staff proposed amendments to Employee Policy No. 4.1, Absenteeism and Lateness. The policy outlines an employee's responsibility for regular, reliable, and prompt attendance.
- Staff recommended the policy be amended in its entirety, incorporating guidance on tardiness, no call-no show, and reporting procedures to include email and text messaging. In addition to updating the policy, staff recommended renaming the policy to Attendance and Punctuality.

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- The Committee concurred and recommended forwarding the item to the Board of Directors for review and approval.

Meeting Adjourned at 11:10 a.m.
