

## HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

### September 1, 2022

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#### Attendees:

Committee members:	James V. Curatalo (Chair) and Mark Gibboney
Staff members:	John Bosler, Eduardo Espinoza, Roberta M. Perez, Chad Brantley, Rob Hills, Cindy Cisneros, Diane Schumacher, Agnes Boros, and Jennifer Fillinger
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. 2022-8-2 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.

#### 1. Amend Employee Policy No. 3.5, Holidays

- Staff presented proposed amendments to Employee Policy No. 3.5, Holidays. The District's holiday schedule comprises ten (10) observed holidays, plus two commonly observed days off, Good Friday and the day after Thanksgiving. Although not recognized as a traditional holiday, but rather an additional holiday benefit. In light of the new business hours and office closure on Fridays, staff recommended that the two long-standing common holidays, Good Friday and the day after Thanksgiving, are removed from the holiday schedule; even with the modification, employees receive equal holiday hours. This change will not impact employees who work a non-4/10 schedule.
- The Committee concurred with the proposed revisions and recommended forwarding the item to the Board of Directors for consideration.

#### 2. Amend Administrative Policy No. 2.1, Board Travel and Conference Guidelines, and Employee Policy No. 4.8, Employee Travel and Conference Guidelines

- Staff presented proposed amendments to Administrative Policy No. 2.1, Board Member Travel and Conference Guidelines, and Employee Policy Travel and Conference Guidelines. In accordance with the District's biennial policy review practice, staff proposed minor administrative language revisions to Administrative Policy No. 2.1. There are no amendments to Employee Policy No. 4.8.
- The Committee concurred with the proposed revisions and recommended forwarding the item to the Board of Directors for consideration.

Meeting Adjourned at 11:08 a.m.