

UPDATE TO GCTD'S EMPLOYEE HANDBOOK & PERSONNEL RULES

PRESENTATION TO GCTD BOARD OF DIRECTORS

March 5, 2025



Update: Organizational Strategic Goals & CA Employment Law Changes

User friendly comprehensive Employee Handbook

Combine Personnel Rules & Policies – stand alone policies incorporated

Last update : January 3, 2024 & September 4, 2024

Staff review along with employment counsel to update the applicable sections, attached “mark-up” to the Board Report.

Copy provided to union representatives from SEIU & Teamsters

GCTD's Employee Handbook & Personnel Rules



Board approved Sept. 4, 2024:

Section 7: Bilingual Pay (Non-Represented)

Update: Compensation to staff to reflect FY 2024-25 and FY 2025-26 rates.

Section 11: Vacation Leave

Update: Increase vacation accruals credits and vacation accrual carried forward.

New: Added language: Vacation redemption process and increase vacation redemption amount.

Section 12: Paid Sick Leave

Update: Increase sick accruals entitlement and sick accrual to vacation conversation.

Section 19: Holidays

Added: Juneteenth holiday.

New: Update: Christmas Eve and New Year's Eve from ½ day to full day holiday. Modified language to receive holiday pay and accrual (Non-Represented)

GCTD's Employee Handbook & Personnel Rules



Update:

General update to correct restructured job titles. (since last Board approved)

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 Teamsters Local 186 position titles.

Section 5: Overtime (Non-Represented)

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

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Update:

Section 10: Retirement

Added: Public Employee's Medical & Hospital Care Act (PEMHCA) benefits as a Retiree.

Section 12: Paid Sick Leave & Section 18: Time Off

Introduced a new statutory leave to include victim leave and "family member" victim leave.

Section 20: Executive Leave & Insurance and Section 25 (4): Employment in Competitive Services

List of non-represented staff job titles.

Section 22: Textbook & Tuition Reimbursement (Non-Represented)

Increase reimbursement amount.

GCTD's Employee Handbook & Personnel Rules



Update:

Section 23: General Provisions and Section 33: Harassment, Discrimination & Bullying & Retaliation Prevention Policy

Introduced a new statutory clause to Fair Employment Practice to include protective hairstyle or any combination of those protective characteristics.

Section 40: Remote Work

Introduced a new statutory clause to include clarification that no political or religious meeting are to be held and protections from unlawful retaliation.

GCTD's Employee Handbook & Personnel Rules



GCTD's other long-standing employment processes and policies are complaint.

Recommendation Action

**It is recommended that the Board Approve
the Updated Employee Handbook & Personnel Rules,
effective March 5, 2025**

Questions?

