

## SBCAG STAFF REPORT

**SUBJECT:** SBCAG Employee Handbook/Personnel Policies and Procedures

**MEETING DATE:** January 18, 2018

**AGENDA ITEM:** 41

**STAFF CONTACT:** Bobbi Didier

**RECOMMENDATION:**

Approve and adopt SBCAG Employee Handbook/Policies and Procedures.

**DISCUSSION:**

SBCAG presented a draft of a new Employee Handbook/Personnel Policies and Procedures at the November 16, 2017 board meeting wherein Board members were encouraged to contact SBCAG Executive Director, Marjie Kirn, with any questions or feedback. Subsequently, SBCAG met with its employees and one member of the board, Janet Wolf, to review and discuss the contents of the new Handbook. Minor changes, clarifications, and grammatical corrections have been made subsequent to these meetings. This document represents the final version of the SBCAG Employee Handbook/Personnel Policies and Procedures and will replace all previously issued versions.

The goal of this new Employee Handbook/Personnel Policies is to provide a single, accurate, legal document detailing the rights and responsibilities of employees and SBCAG alike.

The recommended actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378 of the CEQA Guidelines.

**COMMITTEE REVIEW:** None

**LEGAL REVIEW:** Attorneys with Liebert, Cassidy, Whitmore and County Counsel

**Attachment:**

- A. SBCAG Employee Handbook/Policies and Procedures (web posting only)