

## **STAFF REPORT**

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**DATE:** September 12, 2022  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Shelly Valenton, VP, Integrated Services and Strategic Initiatives/  
Chief of Staff  
**SUBJ:** REVISIONS TO PERSONNEL POLICY MANUAL (PPM)

### RECOMMENDATION

Adopt the Attached Resolution.

### RESULT OF RECOMMENDED ACTION

If the Board approves the recommended action, the Personnel Policy Manual, originally adopted 7/1/2019 (amended 10/28/2020, 8/23/2021, and 2/28/2022) would be amended again to make changes to rules updated for best practices to ensure that SacRT continues to attract and retain talented employees.

### FISCAL IMPACT

There will be minimal cost associated with modifying the salary placement structure for internal promotional opportunities, but it is not possible to estimate this cost as it will be based upon factors currently unknown, such as the specific employees who will be promoted, the positions, and the base salary of employees at the time of promotion.

Periodic increases to life insurance benefits may create additional premium costs to SacRT and will be included in SacRT's operating budget.

### DISCUSSION

The Personnel Policy Manual (PPM) is Sacramento Regional Transit District's (SacRT) primary resource for addressing wages, hours and working conditions for non-represented management and confidential employees as well as bargaining unit employees where there is no conflicting language in the applicable collective bargaining agreement.

Since the Board adopted the PPM in June 2019 (amended 10/28/2020, 8/23/2021 and 2/28/2022), staff have identified provisions of the PPM that could be altered to promote employee retention and career advancement opportunities for existing employees and to help ensure that SacRT remains a competitive and attractive employer amid the ongoing nationwide labor challenges.

The following is a summary of the current proposed changes to the PPM. The full language for the sections that were modified or added are included as an attachment.

- Article 7: §7.04.B.ii. and iii. (new); C.1.and C.3; and F.3 – Amend language regarding salary placement upon promotion to allow staff to request salary increases beyond the 5% or bottom of the range currently offered, just as external applicants may do upon hire, and to increase acting assignment pay and allow it to be considered when determining future salary placement when made permanent in a promotional role. This change in salary placement structure will also apply in the event of a reclassification.
- Article 9: §9.01.E. – Amend language to remove from the PPM the specific coverage amounts for life insurance, accidental death, and dismemberment and allow HR to periodically conduct a market evaluation to ensure that rates remain competitive and fiscally responsible. Any changes in rates will be approved by the SacRT Board as part of the Annual Health and Welfare Benefits Renewal Report.
- Appendix 2 (Equal Employment Opportunity Policy Statement, new) – In addition to the Equal Employment Opportunity language already included in Article 1: §1.06 of the PPM, the full Equal Employment Opportunity Policy Statement is being added as Appendix 2, in compliance with the recommendations from the recent Federal Transportation Administration Triennial Audit.

Bargaining units impacted by these changes will be provided an opportunity to meet and confer over the impacts.

Staff recommends the adoption of the Amended and Restated PPM and the Resolution below.

above. However, this provision does not apply to the second performance evaluation.

B. Salary Increase Upon Promotion

1. A promotion is defined as movement of an employee from a job classification in a budgeted, authorized classification to a presently existing, budgeted, authorized classification in a higher salary range.

2. Upon promotion, an employee's monthly salary will be increased to ~~the higher of:~~

(i) the minimum monthly salary of the salary range of the classification to which the employee has been promoted or 5% above the employee's base salary immediately preceding promotion, whichever is higher, not to exceed the maximum of the range, or;

~~(ii) 5% above the employee's base salary rate immediately preceding the promotion, not to exceed the maximum of the salary range of the classification to which the employee has been promoted.~~

(ii) up to the midpoint of the range based on HR's recommendation and Division EMT approval in consideration of experience and qualifications, salary equity among employees in the same classification, retention challenges, comparable positions in other transit agencies, and other similar factors, or;

(iii) with GM/CEO approval, beyond the midpoint of the range in consideration of experience and qualifications, salary equity among employees in the same classification, retention challenges, comparable positions in other transit agencies, and other similar factors.

C. Salary Adjustment Upon Acting Appointment

Acting appointments may be used to fill budgeted positions or to meet an imminent need for additional staffing. Such appointments will not normally exceed 90 calendar days and must be approved in writing by the appropriate EMT member. Acting appointments longer than 90 days require the written approval of the GM/CEO or designee.

When an acting appointment exceeds 30 days or is reasonably expected to exceed 30 days, the employee's salary will be adjusted as follows:

1. An employee in an acting appointment, filling a position with a higher salary, will be compensated 105% above the employee's base salary or the minimum of the appointed classification salary range, whichever is greater, not to exceed the maximum of the range, effective on the date of the appointment.
2. An employee in an acting appointment, filling a position in the same or a lower salary range, will have no change in compensation.
3. The additional compensation paid during an acting appointment ~~will not~~ may be considered when calculating salary increases due to promotion ~~or performance evaluations~~.

D. Lateral Transfer

1. For purposes of applying this provision, a "lateral transfer" will be defined as the movement of an employee from one job classification to another job classification within the same pay range, regardless of a change in responsibility center.
2. An employee awarded a lateral transfer will receive no change in compensation rate at time of change.

E. Reassignment

1. For purposes of applying this provision, a "reassignment" will be defined as the movement of an employee from one responsibility center to another responsibility center within the same classification.
2. Reassigned employees will receive no change in compensation rate at time of change.
3. Performance based pay eligibility will not be affected by a reassignment.

F. Reclassification

1. For purposes of applying this provision, a "reclassification" will be defined as a change in job classification due to a classification/job

study, either to another or new classification. The reclassification may be initiated either by SacRT or by an employee.

2. The reclassification request must be submitted in writing to the HR Department in accordance with Standard Operating Procedures.
3. Should a reclassification request result in a higher classification and/or pay grade for the employee, the employee's salary will be adjusted following the same criteria used for promotional increases (Section 7.04.B.2)

for SacRT provided dental insurance is paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT.

E. Life Insurance

Life Insurance, Accidental Death and Dismemberment is provided at no cost to a full-time employee, the employee's spouse and eligible dependents. Coverage ~~amounts will be evaluated by HR periodically and adjusted as needed to ensure rates remain competitive and fiscally sustainable. Any changes in rates will be approved by the SacRT Board as part of the Annual Health and Welfare Benefits Renewal Report.~~ ~~for the employee is for \$50,000 and coverage for the spouse and eligible dependents is for \$1,000 (dependents under 6 months is \$100.00).~~

F. Supplemental Life Insurance

In addition to the SacRT-provided coverage as specified above, supplemental life insurance is available as an option for each qualified full-time employee, the employee's spouse and/or child(ren). The amount of coverage for spouse or children is limited pursuant to the terms of SacRT's contract with the life insurance provider. Covered employees will be notified of any change to those limits. The premium cost for this coverage, when elected by the employee, is paid by the employee through payroll deduction.

G. Vision Care

Vision Care Insurance is provided at no cost to each full-time employee, the employee's spouse and eligible dependents. Coverage may also include "buy-up" options that can enhance the insurance coverage that is available for purchase by the employee.

H. Long Term Disability

Long Term Disability (LTD) Insurance is provided at no cost to each full-time employee of SacRT.

I. Cash-In-Lieu of Medical Coverage

1. Description – The Cash-in-Lieu of Medical Coverage Program is a voluntary election available to all full-time employees eligible for medical benefits. An employee who voluntarily elects to participate, will forego medical insurance coverage, and will receive one-half of the cash value of the "Employee Only" premium

for the applicable plan pursuant to C. above. This additional income is taxable and will be proportionately included in each paycheck. The employee must have minimum essential medical coverage through some other source (e.g. spouse or a previous employer).

## Appendix 2

### EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Sacramento Regional Transit District (SacRT) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, SacRT strives to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected classes.

SacRT's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All employees and applicants for employment have the right to file complaints alleging discrimination. Retaliation against a person who files a charge of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

SacRT is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As SacRT's General Manager/CEO, I maintain overall responsibility and accountability for SacRT's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Greg Walters as SacRT's EEO Officer, who reports directly to me and acts with my authority with all levels of management, labor unions and employees. Contact Mr. Walters at 2811 O St., Room 10; (279) 234-8377; or [gwalters@sacrt.com](mailto:gwalters@sacrt.com).

All SacRT executive, management and supervisory personnel share in the responsibility for implementing and monitoring SacRT's EEO Policy and Program within their respective areas. SacRT will evaluate the performance of its managers and supervisors on their successful implementation of SacRT's EEO policies and procedures, in the same way SacRT assesses their performance regarding other agency goals.

SacRT is committed to undertaking and developing a written nondiscrimination program that sets forth the policies and procedures, with goals and timetables, to which the agency is committed. This program is available for inspection by any employee or applicant for employment upon request.

I personally commit to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



On File

January 3, 2022

Henry Li, General Manager/CEO  
Sacramento Regional Transit District

Date

RESOLUTION NO. 2022-09-099

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 12, 2022

**REVISIONS TO PERSONNEL POLICY MANUAL (PPM)**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board hereby adopts the Amended and Restated Personnel Policy Manual, with the modifications attached hereto as Exhibit A, and declares that the new Amended and Restated Personnel Policy Manual hereby supersedes and replaces all prior versions.

THAT, the General Manager/CEO is hereby authorized and directed to implement the terms of the Amended and Restated Personnel Policy Manual.

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STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary