



# Proposed Revisions to the Human Resources Part of the Codified Rules and Regulations

Committee of the Whole  
November 1, 2022

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# Background

- Codified in 1989 (Resolution 1989-176)
- Review and update to bring policies in line with current operations
- Subject to review and revision every 3 years

# Code Book Provisions

- Recommend removing from the Code Book the following sections that duplicate Personnel Policies:
  - Work Week and Hours (Section 644.01)
  - Compensation (Section 644.02)
  - Payroll Checks (Section 644.03)

# Code Book Provisions

- Recommend removing from the Code Book the following sections that duplicate Personnel Policies:
  - Payroll Deductions (Section 644.04)
  - Overtime (Section 644.05)
  - Call-out Policy for Exempt Employees (Section 644.06)

# Personnel Policies

- Update General Manager's title
- 400.02 Compensation – update language regarding pay ranges
- 400.03 Payroll Checks – clarify that overtime pay is authorized by immediate supervisor and approved by the department director

# Personnel Policies

- 400.04 Payroll Deductions – include additional tax deductions beyond those required by law; child support requirements are current
- 400.05 Overtime – update to clarify compliance with FLSA

# Recommendation

Staff requests that the Committee of the Whole recommend these provisions to the Board of Trustees for approval.

# Questions

