



STAFF REPORT

TO: Board of Commissioners
FROM: Suzy Watkins, Harbor Director
DATE: July 26, 2022
SUBJECT: **Revised Draft Policies 1010 and 2080**

Recommendations / Proposed Motion

1. Receive and file updated Draft Policy 1010-Adoption/Amendment of Policies.
2. Receive and file updated Draft Policy 2080-Employee Status.

Policy Implications

Update policies to match current practice.

Fiscal Implications / Budget Status

- None at this time.

Alternatives Considered

The following actions were considered but are not recommended at this time:

- None at this time.

Discussion

At your meeting of June 28, 2022, your Board considered draft updates to several policies. At a minimum, each policy had been reviewed by staff for standard formatting and to update the title of the District's executive officer, with some text updates proposed by staff. During Board discussion, your Board directed staff to bring back two draft policies with additional updates and to place the final versions on a subsequent consent agenda. The draft policies have been revised and the most current versions are attached.

Attachment(s):
1. Draft policies in redline markup
2. Clean draft policies

PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010
Originally Adopted: October 2001
Revised: January 2012; June 2022
Reviewed: ~~June 28~~ July 26, 2022

1010.10 Consideration by the Board of Commissioners to adopt a new policy or to amend an existing policy may be initiated by any Commissioner or by the Harbor Director. The proposed amendment or new policy is initiated by submitting a written draft to each Commissioner and the Harbor Director. Then by requesting that item be included for consideration at a regular Board of Commissioners meeting as deemed appropriate by the Commission President.

1010.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Commissioners and shall require three (3) affirmative votes of the Board of Commissioners.

1010.30 Before considering adoption or amendment of any policy, Commissioners shall have the opportunity to review the proposed adoption or amendment at a regular Board of Commissioners meeting. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets shall be made available to each Commissioner for review at least three (3) days prior to any meeting of consideration.

1010.40 If the Board requests additional changes to a draft policy; Commissioners shall have the opportunity to review the updated version of the policy adoption or amendment at a subsequent regular Board of Commissioners meeting. Copies of the updated policy adoption or amendment shall be included in the consent agenda information packet. The agenda information packets shall be made available to each Commissioner for review at least three (3) days prior to any meeting.

PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 2080
Originally Adopted: October 2001
Revised:
Reviewed: ~~June 28~~July 26, 2022

2080.10 In order to determine eligibility for benefits, various employment categories have been established. If ~~you an employee are is~~ uncertain as to which categories apply to ~~you them~~, or do not see listed here the category ~~you the employee~~ believes applies to ~~you them~~, ~~please they should~~ contact ~~your their~~ Department Head. The basic employment categories are:

2080.20 Regular Employees

2080.21 Full-Time. An employee who is regularly scheduled to work a minimum of forty (40) hours a week (not counting overtime) on a continuing basis is considered a regular full-time employee. Regular full-time employees are eligible for all benefits.

2080.22 Part-Time. An employee who is regularly scheduled to work less than forty (40) hours a week (not counting overtime) on a continuing basis is considered a regular part-time employee. Regular part-time employees are eligible for a prorated level of vacation and sick benefits. Regular part-time employees regularly scheduled to work thirty (30) or more hours a week (not counting overtime) on a continuing basis are also provided with health insurance benefits.

2080.30 Temporary and Contract Employees

2080.31 A temporary or contract employee is an employee who is expressly hired on a temporary basis or for the completion of a specific task or project, or for a relatively short duration, typically up to 180 days. An employee will not automatically change from temporary or contract to any other status merely by working in excess of the period originally expected and designated. Nor is the employee guaranteed continued employment for the duration of the special project or designated time period for which the employee was hired. Temporary and contract employees may be either full-time or part-time and may be terminated with or without cause or notice.

2080.40 Seasonal Employees

2080.41 Seasonal employees are those who are appointed to perform work that is typically utilized only during particular times of the year, generally dependent upon fluctuations in the weather or the work load during the course of any given year. The District does not guarantee that any particular person will be employed for the entire duration of the seasonal work available in a given year, or that he or she will continue as a seasonal employee in any subsequent years. However, seasonal employees, such as lifeguards, may be retained in duty status and may become subject to step increases. At all times, the District or the seasonal employee may terminate employment with or without cause or notice. Seasonal employees are not eligible for benefits.

2080.50 Non-Exempt and Exempt Employee

2080.51 Non-exempt employees include all employees who are covered by the overtime provisions of applicable laws. Employees in this category are entitled to premium pay for work in excess of forty (40) hours in a workweek or eight (8) hours in a workday.

2080.52 Exempt employees are all employees who are classified by the District as exempt from the overtime provisions in accordance with applicable laws. While exempt employees are expected to adhere to regular and predictable work schedules to ensure effective workflow, the number of hours actually worked in a given week may vary. There is no overtime pay available for exempt employees.

2080.60 Probationary Status

2030.61 The probationary period is ~~our~~the opportunity for the District and the employee to become acquainted with each other, and is the first six months from ~~your~~the employee's initial date of employment. During this time, ~~you~~the employee will have an opportunity to learn ~~your~~their job, learn the District's procedures and demonstrate ~~your~~their abilities. Employees become eligible for most benefits upon starting employment. The employment relationship may be terminated at any time during the initial probationary period.

2080.62 If ~~you~~the employee were to promoted, ~~you~~the employee normally would be on probation for the first 90 days in ~~your~~their new position. If ~~your~~the employee's performance is not satisfactory, ~~you~~the employee may be reinstated to ~~your~~their former position, or a similar position, if available, at the end of this probationary period. Alternatively, the probationary period may be extended upon mutual consent. If there is no vacancy, or no agreement to extend the probation, ~~you~~the employee ~~will~~shall be terminated from the promoted position and shall be placed on the pre-employment hire list for one year.

PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

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Revised: January 2012; July 2022
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