

# STAFF REPORT



**Meeting Date:** December 16, 2020  
**To:** Board of Directors  
**From:** Michael J. Aho, District Administrator  
**Subject:** Approval of the 2021 Personnel Policy Manual Updates and Telecommuting Policy  
**Prepared By:** Jennifer Larkin, Administrative Services Manager

**I. Recommendation**

Approve the updates to the Personnel Policy Manual and the draft Telecommuting Policy.

**II. Background**

The Personnel Policy Manual was last revised in 2018. To allow staff to have more flexibility in using their vacation time, the policy was changed from a mandatory cap of 240 hours after which no more time would accrue to removing the cap for the duration of the calendar year as long as employees were not above 240 hours as of December 31; if employment was terminated with a balance above 240 hours, only 240 hours would be paid out. This did not result in any significant change to how employees used vacation time, so staff is recommending the 240 hour cap be reinstated.

The Policy Manual also contains a Telecommuting Policy which needed updating due to the office closure over the past several months of the pandemic. If approved, the updated policy will replace the current one in the Manual.

The Policy Review committee met on December 8 to review all suggested changes, and the attached drafts include their recommendations.

**III. Problem /Situation/ Request**

Approve the updates recommended by the Policy Review committee to the Personnel Policy Manual and the Telecommuting Policy.

**IV. Financial Analysis**

There is no financial impact to the District.

Respectfully Submitted,

Michael J. Aho  
District Administrator

Attachment A: Draft Personnel Policy Manual

Attachment B: Draft Telecommuting Policy

Attachment C: Checklist