



**Item:**

Revisions to the Employee Handbook

**Requested Action:**

The Trust is asked to approve Resolution 2020-17 revising the employee handbook

**Background**

At the August 3, 2020 Board meeting, the Trust approved the employee handbook via Resolution 2020-8. The Board asked the Executive Director to revise Section 4.20 "Sick Leave" to reduce the payout of accrued leave after ten years of service to 25% of accrued sick leave up to 1000 hours. The suggested revisions cap the payout of accrued sick leave to no more than 250 hours, or 25% of accrued sick leave, up to 1000 hours.

The second revision updates Section 8.80 "Benefits" to include life insurance benefits, flexible spending benefits, and supplemental retirement benefits.

**Attachments**

Resolution 2020-17

**Programmatic Impact:**

N/A

**Fiscal Impact:**

Administrative fees of approximately \$1000 for Flexible Spending Accounts and Employer Paid life insurance premiums up to \$10,000 in coverage per employee. These costs were included in the FY21 Budget approved at the September 21, 2020 Board meeting.

**Recommendation:**

Staff recommends approval