



December 27, 2011

TO: Gold Coast Transit Board of Directors

FROM: Steve L. Rosenberg 
Director of Administrative Services

Alex Zaretsky 
Human Resources and Risk Manager

RE: **Consider Adoption of Resolution Number 2012-03, to Implement Revisions to the Gold Coast Transit Personnel Rules effective January 4, 2012**

I. Executive Summary

The GCT personnel rules were last revised in September, 2009 and are subject to periodic update.

Recently the Board ratified an MOU and implemented two Last, Best and Final Offers (LBFO) for GCT's represented personnel, each of which included a provision that requires employees hired after November 2, 2011 to pay a portion of the employee contribution to GCT's CalPERS retirement plan. To apply that requirement to non-represented personnel as well, Section 8 has been revised to incorporate the change into the GCT Personnel Rules.

Additionally, this revision also includes the following changes, all of which staff considers to be minor in scope.

Section 1: Update to incorporate the Maintenance Department position title name changes which were tentatively agreed upon by GCT and SEIU 721 and subsequently included in the Mechanical Unit LBFO.

Section 3: Update to incorporate two non-represented positions which had not yet been established in 2009.

Section 7: Update to include current insurance contribution rates

Section 9: Update to provide that the general manager's vacation accrual will be in accordance with the terms of the current general manager's employment agreement.

II. Summary and Recommendations

It is recommended that the Board adopt Resolution 2012-03 to implement the revised Gold Coast Transit Personnel Rules, effective January 4, 2012.

General Manager's Concurrence:



Steven P. Brown

RESOLUTION NO. 2012-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF GOLD COAST TRANSIT
PROVIDING FOR THE REVISION TO THE PERSONNEL RULES**

WHEREAS, there is now in effect a Resolution Providing for Employment Terms and Conditions, Resolution No. 90-04, an amended section on military leave, Resolution No. 91-07 and certain amended sections, Resolution No. 2001-07, Resolution No. 2003-07, Resolution No. 2005-13, Resolution No. 2007-01, Resolution No. 2009-08, and

WHEREAS, it was determined that some of the Personnel Rules required modification to include a provision that requires employees hired after November 2, 2011 to pay a portion of the employee contribution to GCT's CalPERS retirement plan, update Maintenance Department position title name changes, incorporate two non-represented positions, update insurance contribution rates and provide for the Board to determine the general manager's vacation accrual within the employment agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Gold Coast Transit that the attached revised Personnel Rules replace and supersede the rules as approved in Resolution No. 90-04, Resolution No. 91-07, Resolution No. 2001-07, Resolution No. 2003-07, Resolution No. 2005-13 Resolution No. 2007-01 and Resolution No. 2009-08.

PASSED AND ADOPTED THIS 4th DAY OF JANUARY, 2012

Bryan MacDonald
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2012-03 was duly adopted by the Board of Directors of Gold Coast Transit at a regular meeting thereof held on the 4th day of January, 2012.

Steven P. Brown
Secretary of the Board



PERSONNEL RULES

A consolidation of Board resolutions and minute orders.

| Revised January 4, 2012~~October 14, 2009~~

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I. COMPENSATION

SECTION 1: SALARY RATES

- A. Represented Positions: The salary rates of the following position titles are established pursuant to memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721, as adopted by resolution of the Board of Directors:

Bus Operator
Senior Mechanic, A and B
~~Mechanic~~
~~Service Worker, A and B~~
~~Building Maintenance Worker~~
Mechanic I, II and III
Service Worker I and II
Facility and Equipment Mechanic I and II
Building Maintenance Worker
Maintenance Material Specialist
Customer Services Assistant
Marketing Coordinator

- B. Non-Represented Positions: The Board of Directors adopts a separate resolution to set the salary ranges for non-represented positions.
- C. Cost of Living Adjustments: In determining appropriate annual salary range adjustments, the Board of Directors shall consider a cost of living adjustment for non-represented personnel. The Board shall consider in each fiscal year the most recent monthly Greater Los Angeles Consumer Price Index for all urban consumers (CPIU) immediately preceding the beginning of the cost of living adjustment.

SECTION 2: SALARY ADMINISTRATION (Non-Represented Personnel)

- A. Original Appointment: The beginning rate of compensation for the initial appointment to a position shall normally be at the minimum salary level. However, the beginning rate of compensation may be fixed by the General Manager at a level above the minimum if the appointee's experience and ability justify such placement.
- B. Advancement in Rate of Compensation: The compensation system for non-represented personnel is performance based. Performance at a competent level for years in a position is the criteria for

movement through a salary range. The General Manager may advance an employee through their range based upon individual performance. Such advancement may occur at any time, but typically occurs in conjunction with an annual performance review, and normally will not occur more frequently than once every six (6) months. There are no fixed steps for salary progression through the range.

- C. Range Adjustment Parity: Whenever the Board of Directors makes a salary range adjustment for parity, the individual employee's salary will be performance based, as determined by the General Manager.

SECTION 3: OVERTIME (Non-Represented Personnel)

- A. Overtime Work - Defined: If a non-exempt, non-represented employee works more than forty (40) hours in any work week, the excess time will be considered overtime. Overtime shall not be pyramided or compounded.
- B. Overtime Exclusions: The overtime provisions of this section shall not apply to those officers or employees occupying exempt positions. With the approval of the General Manager, persons occupying exempt positions may be given time off with pay when they have worked inordinately long hours. However, as a general policy the regular specified salary is intended to compensate exempt personnel for the performance of their assigned responsibilities. These positions include, but are not limited to, the following:

General Manager
Director of Administrative Services
Director of Fleet and Facilities
Director of Planning and Marketing
Director of Transit Operations
Human Resources and Risk Manager
Paratransit and Special Projects Manager
Purchasing Manager /DBE Officer
Communications and Marketing Manager
Transit Supervisor
Operations Training & Safety Officer
Maintenance Supervisor
Buyer / DBE Officer
Transit Planner
Accounting Manager
Assistant Buyer
Office Manager

SECTION 4: LONGEVITY PAY

(Non-represented personnel)

To encourage stability of employment with GCT, additional payment over and above the salary assigned to a position classification shall be paid to each regular full-time employee as follows:

- A. Employees shall receive an additional sum equal to one percent (1%) of the basic salary step held by the employee for each five (5) years of GCT service.
- B. The additional payment shall be made at each time any installment of salary is made to the eligible employee, and the amount of the additional payment shall be predicated upon the increment of salary then paid.

SECTION 5: BILINGUAL PAY

Consistent with the need of GCT for bilingual ability, a GCT employee may be authorized additional compensation for bilingual ability. To qualify, the bilingual employee must use both languages to meet a public service responsibility and display a sensitivity toward the culture and needs of a large group of foreign language speaking residents. The General Manager, or designee, shall establish guidelines governing position assignments or duties, language ability, minimum bilingual frequency, and other reasonable rules for the authorization of payment to specific employees. Compensation for bilingual pay shall be computed at \$55.00 per month (\$.3174 per hour) for positions requiring bilingual speaking and \$85.00 per month (\$.4904 per hour) for positions requiring bilingual speaking and writing.

SECTION 6: UNIFORMS

Provision of uniforms to represented positions is controlled by the memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721, as adopted from time to time by the Board of Directors. Uniforms are also provided to non-represented supervisors.

SECTION 7: INSURANCE

Medical, Dental and Vision Insurance: GCT shall make available group medical-hospital, dental and vision care insurance for all non-represented GCT regular and probationary employees who are scheduled to regularly work a minimum of

thirty-two (32) hours or more per week. For non-represented GCT employees, the maximum GCT insurance premium monthly contribution for health, dental, and vision as of this date is as follows:

Year	Employee	Employee + 1	Employee + 2
2009	All	\$833799.00	—
		\$1,022969.00	

The Director of Administrative Services will publish the information to all non-represented employees annually or anytime there is a change.

The medical, dental and vision provisions relating to the represented employees are governed by the memoranda of understanding entered into by and between the Board of Directors of Gold Coast Transit and Service Employees International Union Local #721, and adopted by the Board of Directors.

SECTION 8: RETIREMENT

A. This section will apply to non-represented employees who have an appointment that would normally work over 1,000 hours in a 12-month period.

The retirement program for GCT is the CalPERS 2.7% @ 55 full and supplemental formula for local miscellaneous members. The retirement program for GCT includes the 1959 Survivor Benefit Level IV, for which the employee is responsible for paying the premium. GCT shall contribute to the California Public Employees' Retirement System (CalPERS) the non-represented employee portion for the 2.7% @ 55 full and supplemental formula for local miscellaneous members. In addition the retirement program for GCT includes the 1959 Survivor Benefit Level IV, for which the employee is responsible for paying the premium. This section will apply to non-represented employees who have an appointment that would normally work over 1,000 hours in a 12-month period.

B. Effective November 2, 2011 ("conversion date"), employees hired on or after the conversion date will be considered "recent employees" for purposes of this section. Employees hired before the conversion date will be considered "prior employees" for purposes of this section. For "prior employees," GCT shall contribute to the California Public Employees' Retirement System (CalPERS) the employee contribution portion for the 2.7% @ 55 full and

supplemental formula for local miscellaneous members. For "recent employees," GCT and the employee shall each contribute to the California Public Employees' Retirement System (CalPERS) a share of the employee contribution portion for the 2.7% @ 55 full and supplemental formula for local miscellaneous members, in accordance with Section C of this section.

C. For "recent employees" the employee contribution share percentage will be as follows: From Conversion Date to January 7, 2012: Employee pays 2.5% of covered wages; Employer pays 5.5% of covered wages; January 8, 2012 through June 23, 2012: Employee pays an additional .5% for a total of 3% of covered wages; Employer pays 5% of covered wages; Commencing June 24, 2012 and after: Employee pays an additional 1% for a total of 4% of covered wages; Employer pays 4% of covered wages;

D. For any fiscal year in which GCT's employer contribution to the California Public Employees' Retirement System retirement program referenced in Section A of this article is 10% or less of covered wages, the "recent employees" employee contribution share percentage will be reduced from 4% of covered wages by the difference. (Example: If GCT's employer contribution were 9.25%, the "recent employees" employee contribution share percentage would drop by .75% [10%-9.25%]; this would make the "recent employees" employee contribution 3.25% [4%-.75%.])

II. LEAVE TIME BENEFITS

SECTION 9: VACATION LEAVE

Unless otherwise indicated, the provisions contained in this section apply to non-represented personnel who are scheduled at a minimum to regularly work thirty-two (32) hours or more per week.

A. Vacation Entitlement: Employees having a regular appointment to a position as described above are eligible for their first vacation when they have completed two weeks of continuous service. All non-represented personnel earn vacation for each biweekly pay period, or major fraction thereof, of service, from the date of their original appointment in accordance with the following table:

B. VACATION CREDITS FOR FULL-TIME SERVICE

Years of Service	Hours/Month	Hours/Biweekly Period
Less Than 3	6-2/3	3.077
3 But Less Than 5	8	3.693
5 But Less Than 7	8-2/3	4.000
7 But Less Than 9	9-1/3	4.308
9 But Less Than 10	10	4.616
10 But Less Than 11	10-2/3	4.924
11 But Less Than 12	11-1/3	5.231
12 But Less Than 13	12	5.539
13 But Less Than 14	12-2/3	5.847
14 Or More	13-1/3	6.154

Regular and probationary employees who are scheduled to work less than thirty-two (32) hours per week are considered part time workers. Part-time workers must work a minimum of 20 hours per week to receive 1/2 the vacation entitlement. Certain part-time positions may be approved to be excluded from receiving benefits.

The general manager shall receive 200 hours of vacation each January 1. No other vacation accrual will be made throughout the year vacation accrual in accordance with the general manager's employment agreement.

B. Vacation Severance Pay: Any employee who leaves the service of GCT shall be paid for accrued vacation at the employee's current salary rate.

C. Vacation Carried Forward: Vacation shall be taken at the time it is earned or within the calendar year following the year that vacation time is accrued. Accrued vacation time may be carried forward to the following year, but in no instance may an employee carry forward total vacation accrual as of the first of April of any year greater than twice the number of days that the employee currently earns annually. Employees affected by this limit will be notified during January of each year that they either are already over the maximum, or could exceed the maximum on or before the first of April. The employee can then do any or all of the following:

1. After January 1st and prior to March 31st, request or volunteer to be assigned enough vacation days to bring the accrued vacation time amount below the maximum. All assigned vacation must be completed prior to April 1st.
2. Prior to April 1st, request vacation redemption, in accordance with Section 9F Vacation Redemption, to bring the accrued