



1

| Introduction  |  |  |
|---|--|--|
| Proposed Change   | Current Policy   | Rationale  |
| Adds language describing the main functions of the agency, the composition of the Board and the role of the Executive Director as the administrator of the personnel system   | Provides a welcome message to new hires, but not substantive information | Provide additional information about the agency as a preface to the Handbook   |
| Describes the role of the Executive Director as the administrator who has the overall discretion in making personnel decisions, provided decisions do not exceed the expenditures allocated in the TPA Board-approved budget and/or in any other applicable TPA Board-established economic parameters | Silent on the subject  | Affords the Executive Director discretion to make interpretative decisions regarding the Handbook regarding ambiguous language, compliance with the law or for equitable reasons |

2

## Section 1 - General Information

| Proposed Change   | Current Policy   | Rationale  |
|---|--|--|
| Requires Board approval for any amendments to Sections 1 and 2  | Requires Board approval for any amendments to Sections 2 | Clearly defines the Board's authority in amending the Handbook   |
| Defines the role of Executive Director and Chief Financial Officer as administrators of the personnel system, with the former as the overall administrator and the latter delegated the authority to address accounting and payroll | Silent on the subject                                    | Clearly defines the Executive Director's role as the chief personnel administrator and the Chief Financial Officer's role to establishing accounting and pay roll policies |

3

## Section 2 – TPA Employment Policies

| Proposed Change   | Current Policy  | Rationale  |
|---|---|--|
| Adds safe harbor policy for exempt employees, which permits the agency to reduce salaries for certain reasons (e.g., full day absence, disciplinary action) | Silent on the subject   | The Department of Labor recommends a clearly communicated policy to employees that permits an employer reduce the salary of an exempt employee for legally permissible reasons |
| Clarifying that tuition reimbursement must directly relate to the employee's current position, a similar position or for promotional opportunity            | Tuition reimbursement may be sought for broad job-related reasons | Tuition reimbursement should be directly related to the employee's position or ability to advance  |

4

## Section 2 – TPA Employment Policies

| Proposed Change  | Current Policy  | Rationale  |
|--|---|--|
| Tuition reimbursement will only be approved for accredited institutions and limited to one degree at each level (e.g., one bachelor's degree, one master's degree, etc.) | Silent on whether the institution is accredited or whether an employee can earn multiple degrees at one particular level                            | Ensures that tuition reimbursement funds are used for degrees earned at accredited institutions  |
| Restricts Compensatory Time ("Comp Time") to Non-exempt employees who are eligible to earn such time in lieu of overtime   | Comp Time may be earned by non-exempt and exempt employees, with the latter earning time at the rate of one hour for each hour worked over 40 hours | Exempt employees are obligated to work the amount of hours necessary required to perform their job duties without earning extra benefits |

5

## Section 2 – TPA Employment Policies

| Proposed Change   | Current Policy           | Rationale  |
|---|--------------------------|--|
| Permits the Executive Director to place employees on unpaid administrative leave under limited circumstances    | Silent on the subject    | The agency should not pay an employee placed on administrative leave under certain circumstances (e.g., a pending criminal charge) |
| Employees must use their own time to participate in a legal proceeding for a personal or non-TPA related action | Ambiguous on the subject | The agency should not pay an employee who is absent from work who is participating in litigation unrelated to the job              |

6

## Section 2 – TPA Employment Policies

| Proposed Change   | Current Policy   | Rationale   |
|---|--|---|
| Clarifying that conference leave time will be granted based on whether the underlying conference/event/training improves job efficiency and subject knowledge                       | Silent on the criteria for paid conference time  | Ensure that conference leave time is directly related to the position and has material value to the agency  |
| Paid parental leave may be taken on an intermittent basis, but such intermittent use will be limited to five days. Advance notice must be provided before requesting parental leave | Paid parental leave must be taken in a six week consecutive block without any obligation to provide advance notice | Affords the employee the opportunity to address work responsibilities during the six week paid parental leave period without forfeiting the benefit |

7

## Section 2 – TPA Employment Policies

| Proposed Change  | Current Policy   | Rationale  |
|--|--|--|
| Limits the scope of the TPA travel policy to employees only by removing references to Board members, advisory committee members, other officials, etc. | The travel policy applies to the agency employees, Board members, committee members, appointed officials, etc. | The provisions of the Handbook are limited to employees, not non-employees |

8

## Section 3 Updates

The following policies & procedures have been included and/or updated in Section 3 of the Handbook:

- Whistle-blower Protection
- Ethical Guidelines
- Pay Plan Administration
- Nepotism
- Equal Employment/ Non Discrimination
- Hiring and Recruitment
- Salary Progression and Regression
- Remote and Flex Time
- Personnel Record
- Drug Testing Procedures
- Property Return/Damage
- Work Schedule
- Smoke Free Work
- Workplace Violence
- Veteran's Preference
- Worker's Compensation

9

## Motion to Recommend Approval of Amendment to the TPA Personnel Handbook Sections 1 and 2

10