

## **HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES**

**July 1, 2021**

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### **Attendees:**

Committee members: James V. Curatalo (Chair) and Mark Gibboney

Staff members: Eduardo Espinoza, Roberta M. Perez, Rob Hills, Chad Brantley.

Members of the Public: None.

**Call to Order:** 11:00 a.m.

**Public Comment:** None

**Additions/Deletions to Agenda:** None

### **Introductory Remarks by Chair Curatalo**

Chair Curatalo announced for the record that this meeting was conducted by teleconference pursuant to the Brown Act waivers provided for under the Governor's Executive Orders in response to the COVID-19 State of Emergency. Further, the agenda stated that there was no public location for attending this meeting in person. The agenda stated that the public may listen and provide comment telephonically by calling the number listed on the agenda. Chair Curatalo took a roll call of Committee members and staff present on the call, as listed above.

### **I. Amend Employee Policy No. 1.7, Security of Employee Records**

- Staff proposed policy amendments to Employee Policy No. 1.7, Security of Employee Records. The District maintains personnel information for each employee to ensure a complete, accurate, and current record of documents related to an employee's job and employment status. The files serve as the historical record of information pertaining to an employee from the date of hire to separation. The District has custody over the employee's personnel file, and confidentiality is strictly maintained. The Director of Human Resources and Risk Management is responsible for monitoring and maintaining the contents of the personnel files.
- The Committee concurred and recommended forwarding the item to the Board of Directors for review and approval.

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### **2. Amend Employee Policy No. 3.0, Administrative Leave**

- Staff proposed policy amendments to Employee Policy No. 3.0, Administrative Leave. The purpose of granting administrative leave is to provide flexibility to classified exempt personnel who are otherwise ineligible to receive overtime pay or compensatory time off in lieu of overtime pay for hours worked outside of their regular schedule. Exempt staff is on-call to address emergencies as well as available to work outside of business hours to attend meetings.
- The current policy is no longer an accurate list of exempt classifications which make up the executive, management, and professional team.
- The Committee concurred and recommended forwarding the item to the Board of Directors for review and approval.

Meeting Adjourned at 11:10 am