

Santa Barbara LAFCO

Commission Handbook Addition Section 13 Employee Handbook

April 1, 2021

Background

- LAFCO is required to have written policies
- Good practice to keep the policy document up to date and accurate
- LAFCO Not required to have an Employee Handbook
- Many policies are outlined in EO Contract
- Commission should consider the draft additions and provide direction

Background

- Adds new Section to Commissioner Handbook
- Establishes Remote Work Policies
- Remote Work Agreement
- Modeled after other LAFCO's in the State
- Covers general statutes (equal employment, harassment, retaliation, benefits, leave/time-off, conduct, drug policy, disability accommodation, etc)

Proposed Additions

Matters not addressed in EO Contract

- Use of Vacation, Sick & Admin time-off
- Unused sick Leave – sets maximum payout
- Unused Vacation – sets maximum carry-over
- Holidays
- At-Will Employment Policy

Recommendation

It is recommended that the Commission:

- Review and Discuss the attached Policies and Procedure additions
- Provide any feedback and/or direction about the policies and procedures
- Direct staff to return at a future meeting with any changes and/or additions