



DATE: November 30, 2017

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director
Li Zhang, Chief Financial Officer

SUBJECT: Adoption of the TAM Human Resources Policies and Procedure Manual (Action), Agenda Item No.9e

RECOMMENDATION:

The TAM Board adopts the TAM Human Resources Policies and Procedure Manual.

BACKGROUND:

The draft was presented to the TAM Board at its October 26, 2017 meeting. The Board and all staff were provided with 30 days for review and comments. No comments were received during the time period. Staff recommends that the Board adopts the first TAM Human Resources Policies and Procedure Manual, which is one of the most important documents for the agency as an employer of record, expected to be effective on January 1, 2018.

DISCUSSION/ANALYSIS:

Staff presented the following list of items of TAM would have to put in place in order to become its own employer of record, and effectively manage all the related functions in house at the October 26, 2017 Board meeting.

- Item 1: Create HR Management Capacity
- Item 2: Implement Payroll Services
- Item 3: Develop Agency HR Manual and Establish Direct Employment Relationship with all LGS/RGS Employees Currently Assigned to TAM
- Item 4: Develop Various Employee Benefit Programs
- Item 5: Obtain Other Required Agency Insurances

The HR Manual is one of the most important documents for TAM as its own employer of record. It brings in house all required policies and procedures for TAM as a public agency, including the hiring and management of employees. It includes all policies required by law, regulation and policy, and updates all such policies and procedures currently administered by LGS/ RGS. The Manual also includes all of the benefits that TAM offers to its employees.

Staff has been working on TAM's first HR Policies and Procedures Manual beginning in the summer of 2017. The first draft was reviewed by the Ad Hoc Committee at its September 26 meeting and reviewed it again at its October 19 meeting. TAM's legal team at County Counsel also reviewed the Manual and provided its comments/edits, which have been incorporated.

FISCAL CONSIDERATION:

None

NEXT STEPS:

Under the guidance of the HR Ad Hoc Committee, with the approval of the TAM Board, all TAM staff will be asked to officially review and accept the HR Manual. This process assures staff accept required policies as well as recognize their benefit structure. Offer letters will be developed by TAM and provided to all current LGS/RGS employees who will terminate their employment with LGS/RGS and be hired by TAM directly, effective January 1, 2018.

ATTACHMENTS:

The draft TAM Human Resources Policies and Procedures Manual was provided at the October 26, 2017 Board meeting. Since no changes were made since then, hard copies will only be provided upon request.