

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 7/23/2025

Staff Report No. 25-375

TO: AC Transit Board of Directors
FROM: Salvador Llamas, General Manager/Chief Executive Officer
SUBJECT: Review of Board Policy 244 - Temporary Worker Staffing Policy

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider approving amendments to Board Policy 244 - Temporary Worker Staffing Policy.

Staff Contact:
James Arcellana, Interim Executive Director of Human Resources

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce
Initiative - Employee Recruitment, Training and Retention

The Temporary Worker Staffing Policy supports the District's strategic goal of cultivating a high-performing workforce by providing temporary employee support across the organization. This policy facilitates the timely provision of temporary staffing to assist District personnel in meeting critical organizational objectives and ensuring the continuity of District operations.

BUDGETARY/FISCAL IMPACT:

There is no fiscal impact resulting from amendments to this policy.

BACKGROUND/RATIONALE:

Board Policy 244 (Temporary Worker Staffing Policy) was adopted in 2017 and amended in 2021. Staff reviewed the content of the policy and recommends the following additions to the policy:

III. DEFINITIONS

"Direct Hire Temporary Worker" means any temporary staff hired through the District and paid directly through District payroll to address a short term, interim staffing need.

D. Placement

The following item has been added to the placement section:

“3. All communications with the approved staffing agencies shall come from the Human Resources Department.”

This addition is intended to promote clear communication between the District and its approved staffing agencies, and to ensure that proper procedures for hiring temporary employees are adhered to by District staff.

ADVANTAGES/DISADVANTAGES:

Amending the policy clarifies the communication channels associated with approved staffing agencies to ensure the District remains consistent with the hiring of all temporary employees. There are no identified disadvantages to the amendments to the policy.

ALTERNATIVES ANALYSIS:

Staff considered not amending this policy; however, this is not recommended as Human Resources is aiming to remain consistent with temporary hiring practices.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 244

ATTACHMENTS:

1. Board Policy 244 - Temporary Worker Staffing Policy

Prepared by:

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Approved/Reviewed by:

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Aimee L. Steele, General Counsel/Chief Legal Officer