

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 6/12/2019

Staff Report No. 19-196

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Amendments to Board Policy 232- Attendance

ACTION ITEM

RECOMMENDED ACTION(S):

Consider approving amendments to Board Policy 232: Attendance.

BUDGETARY/FISCAL IMPACT:

The updates to this policy will have no direct financial impact. Indirect financial impact to implementing this updated policy and associated administrative regulations will overall be positive, but difficult to calculate. Reduced employee absenteeism is associated with higher productivity, higher employee morale and reduced overtime.

BACKGROUND/RATIONALE:

Chronic unexcused absenteeism can have a significantly negative effect on providing reliable service to customers, employee morale and overall productivity. The District adopted Board Policy No. 232, Attendance on March 28, 1990, and the policy has not been updated since that time. The current policy and administrative regulation are difficult to understand due to the need to calculate excessive absenteeism based a percentage of "absences" from the total time worked in the last six months or shorter time frame. The lack of clarity and the difficulty in tracking the percentage of absences has created an impediment to accurately assess good and poor attendance.

The purpose of the amendments to this policy is to update the standards and definitions for the terms related to attendance and establish an expectation of adequate attendance as a requirement for employment at the District. The proposed amendments to Board Policy 232, and anticipated administrative regulation, will simplify calculating excessive absenteeism and provide clarity on attendance standards for both employees and managers.

The effective date of this updated policy will be July 1, 2019. The administrative regulations associated with this policy are currently being drafted in collaboration with key stakeholders.

ADVANTAGES/DISADVANTAGES:

If approved, the amendments will provide a clear expectation of attendance that will support the District's

efforts to provide efficient and effective transit service to the public.

There is no disadvantage to approving the amendments to this policy.

ALTERNATIVES ANALYSIS:

The alternative is to not approve the amendments to Board Policy 232 and to continue to use the policy created in 1990. This is not recommended as Board Policy 232 was created over 27 years ago and requires significant revision. By continuing to use the current policy, the District will perpetuate a difficult to enforce and difficult to understand attendance policy.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy No. 232, Administrative Regulation 232

ATTACHMENTS:

1. Current Board Policy No. 232, Administrative Regulation 232
2. Proposed Amendments to Board Policy No. 232

Approved by:

Nathaniel Kramer, Acting Executive Director of Human Resources

Reviewed by:

Denise C. Standridge, General Counsel

Prepared by:

Emily Cruz, Senior Human Resources Administrator