



Agenda Date: 5/5/2021  
Agenda Placement: 7C

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors  
**FROM:** Timothy Healy - General Manager  
NS-Administration  
**REPORT BY:** Cheryl P. Schuh, Human Resources Officer/Clerk of the Board - 258-6003  
**SUBJECT:** Approve Updated Human Resources Policies and Procedures Manual

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### **RECOMMENDATION**

Approve Updated District Human Resources Policies and Procedures Manual.

### **EXECUTIVE SUMMARY**

NapaSan implemented its Human Resources Policies and Procedures Handbook in 2014 with the assistance of consultant Koff & Associates. Staff has continued to update policy and employment law changes in the handbook that occurred since then. Laws are constantly changing along with new laws being implemented. NapaSan once again contracted with Koff & Associates to review and update the handbook to ensure all policies and procedures are up to date with current labor laws, Memorandum of Understanding language and established District policies.

The draft updated handbook was discussed with the management team and reviewed by our Teamsters Local 315 Union representative. Legal counsel reviewed and recommended minor edits to the handbook in accordance with applicable laws. The updated handbook shows yellow highlights and redline edits where additions or revisions were made. The yellow highlighted text constitutes additions or revisions made by our consultant from Koff & Associates. The edits in blue text were made by legal counsel. Staff is asking the Board to approve the updated handbook, which will thereafter be distributed online to employees.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?

No

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

A . Draft Updated Handbook redline version

Napa Sanitation District: Approve

Reviewed By: Timothy Healy