

To: A&F Committee

Date: February 26, 2014

From: Kristina Vassallo, Civil Rights Administrator

Reviewed by:

SUBJECT: Amendment to the Recognition of Retiring or Departing CCCTA Employees Policy

Background:

County Connection formally recognizes its employees upon retiring or departing from the Authority. Current policy reflects recognition in five separate categories, with the last category covering fifteen or more years.

Staff has evaluated current policy and recommends that an additional category of twenty five or more years be added. There is a significant difference in tenure of an employee retiring or departing between fifteen and twenty five years, therefore, they should be properly recognized.

The current policy, which was adopted May 18, 2000, is outlined as follows:

The Central Contra Costa Transit Authority wishes to formally recognize its employees for their contributions upon their departure from the agency through retirement or other voluntary reasons. This recognition shall be based upon tenure with the Authority and shall include a token of the Board's appreciation (as outlined below) for contributions made by the employee.

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| One to Two Years: | Thank you letter from the Board of Directors and mention at the next available Board meeting plus certificate of appreciation in a presentation folder. |
| Three to Four Years: | Thank you letter from the Board of Directors and mention at the next available Board meeting plus framed certificate of appreciation. |
| Five to Nine Years: | Thank you letter from the Board of Directors and mention at the next available Board meeting plus plaque. |
| Ten to Fourteen Years: | Thank you letter from the Board of Directors and mention at the next available Board meeting plus larger plaque and plant or flowers. |
| Fifteen or More Years: | Thank you letter from the Board of Directors and mention at the next available Board meeting plus engraved personalized item (tray, clock, watch, etc.) and larger plant or flowers. |

The additional category would include the following recognition:

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| Twenty five or More Years: | Thank you letter from the Board of Directors and mention at the next available Board meeting, plus engraved personalized item (tray, clock, watch, etc.), larger plant or flowers, bus stop sign, and a name/picture on the "County Connection Wall of Fame". |
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Financial Implications:

The recognition items for employees departing or retiring after twenty five years is estimated at an additional cost of \$90.00 per employee.

Action Requested:

Staff respectfully wishes the A&F Committee to approve and recommend the following amendment to the full Board of Directors.