

To: Board of Directors

Date: March 11, 2014

From: Kristina Vassallo, Civil Rights Administrator

Reviewed by:

SUBJECT: Amendment to the Recognition of Retiring or Departing County Connection 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 additional recognition items for employees departing or retiring after twenty five years is estimated at a cost of \$90.00 per employee.

A&F Committee Review:

The A&F Committee has reviewed the item and agrees with staff recommendation to amend the policy.

Action Requested:

Staff and the A&F Committee respectfully wish the Board of Directors to approve the amendment to the Recognition of Retiring or Departing County Connection Employees Policy and adopt Resolution No. 2014-014.

RESOLUTION NO. 2014-014

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS**

**ADOPTING AND AMENDING BOARD POLICY FOR THE RECOGNITION OF RETIRING
OR DEPARTING COUNTY CONNECTION EMPLOYEES**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("County Connection"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, 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;

WHEREAS, on May 18, 2000, the Board of Directors adopted Resolution 2000-021 to recognize retiring and departing County Connection employees; and

WHEREAS, the Administration and Finance Committee recommends amending the policy to recognize employees with twenty five or more years of service as a separate category, in appreciation of their distinctive contribution to County Connection.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Central Contra Costa Transit Authority, that the following policy is hereby adopted to replace the policy adopted pursuant to Resolution 2000-021, to take effect immediately:

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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 to Twenty Four 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. |

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".

Regularly passed and adopted this 20th day of March, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Bob Simmons, Chair, Board of Directors

Lathina Hill, Clerk to the Board