

To: Board of Directors

Date: December 7, 2015

From: Lisa Rettig  
Senior Manager of Human Resources

Subject: Paid Sick Leave for  
Unrepresented Part-Time Employees

### **SUMMARY OF ISSUES:**

The California Healthy Workplaces, Healthy Families Act of 2014 (AB 1522) requires employers to provide paid sick leave to employees. Certain employees are exempt from this act. These employees include employees covered by a collective bargaining agreement, certain individuals employed by air craft carriers and employees of the California In-Home Supportive Services Program.

CCCTA currently provides paid sick leave to unrepresented full-time employees at the rate of 12 days per year. After consulting with legal council, under this law CCCTA must provide paid sick leave to unrepresented part-time employees. Beginning on July 1, 2015 part-time employees must be provided paid sick leave at the rate of one hour for every 30 hours worked with an annual accrual cap of 48 hours (or six days).

### **FINANCIAL IMPLICATIONS:**

The number of unrepresented part-time employees has fluctuated over the years between 0 and 10 employees. CCCTA currently has 2 unrepresented part-time employees. The cost to provide this benefit to the current part-time employees is approximately \$2050.00 a year.

### **COMMITTEE RECOMMENDATIONS:**

The A&F Committee recommends that the Board of Directors adopt a resolution 2016-12 authorizing the General Manager to provide paid sick leave to unrepresented part-time employees at the rate of 1 hour for every 30 hours worked up to a maximum of 48 hours per year.

### **REQUESTED ACTION:**

Adopt Resolution 2016-012.

**RESOLUTION NO. 2016-012**

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

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**PAID SICK LEAVE FOR UNREPRESENTED PART-TIME 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 ("CCCTA"), 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 California Healthy Workplace, Healthy Families Act of 2014 (AB 1522) requires employees to provide paid sick leave to certain employees;

**WHEREAS**, CCCTA currently provides paid sick leave to unrepresented full-time employees at the rate of 12 days per year;

**WHEREAS**, beginning July 1, 2015 part-time unrepresented employees must be provided paid sick leave;

**WHEREAS**, the Administration and Finance Committee recommends Paid Sick Leave benefits for unrepresented part-time employees at the rate of 1 hour for every 30 hours worked up to a maximum of 48 hours per year, in accordance with the provisions of the requirements of the California Healthy Workplace, Healthy Families Act of 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central Contra Costa Transit Authority hereby authorizes paid sick leave benefits for unrepresented part-time employees at the rate of 1 hour for every 30 hours worked up to a maximum of 48 hours per year in accordance with the requirements of the California Healthy Workplace, Healthy Families Act of 2014, and as it may be amended from time to time.

Regularly passed and adopted this 17h day of December 2015, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Robert Storer, Chair, Board of Directors

ATTEST:

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Lathina Hill, Clerk to the Board