

Santa Cruz County Regional Transportation Commission  
**RTC Autonomy Work Plan and Timeline**  
**PART 1: Human Resource and Employee Relations Tasks**  
*Approved: 11/10/05 Updated: 6/16/06*

OBJECTIVES	ACTION STEPS/SPECIFIC TASKS	TIMING	COMPLETED
<b>1 Adopt human resource policies and procedures</b>	1.1 Assemble sample copies of human resource policies and procedures from local public agencies and similar-sized RTPAs.	8/05	✓
	1.2 Draft human resource policies and procedures including re: EEO, diversity, sexual harassment, political activities (incorporates Objective 9)	1/06	✓
	1.3 Notify the County that the RTC Executive Director (and/or Ellen Aldridge) will meet and confer with labor representatives on RTC human resource policy matters that are within the scope of representation and that will take effect on <u>October 1, 2006.</u>	12/05	✓
	1.4 Document review by legal counsel, County and RTC staff and consultants (including informal input from RTC employees)	2/06 to 5/06	✓
	1.5 B&A Committee initial review of policies.	4/06	✓
	1.6 Meet and confer with SEIU Local 415 and the Mid Management Association on human resource policy matters that are within the scope of representation <u>and revise policies if needed.</u>	6/06 - 7/06	underway
	1.7 B&A final review ( <u>if changes</u> )/RTC approval of policies.	8/06 - 9/06	
	1.8 Incorporate policies into RTC Policy Manual and finalize procedures and forms to implement policies.	9/06	
<b>2 Adopt Job Classifications, Descriptions, and Organizational Chart</b>	2.1 Review existing job classifications, descriptions, and organizational chart and update to reflect RTC as employer and designate positions responsible for human resource and administrative functions.	3/06 to 4/06	✓
	2.2 Develop recommendations.	4/06	✓
	2.3 B&A Committee initial review.	4/06	✓
	2.4 Update job descriptions to reflect RTC as employer <u>and update org chart to add new admin position</u>	6/06	underway
	2.5 Notify labor organizations regarding proposed updated job classifications, descriptions, and organizational chart.	6/06 - 7/06	
	2.6 B&A final review/RTC approval.	8/06 to 9/06	
	2.7 Staff implementation.	10/1/06	

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Attachment 1

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OBJECTIVES	ACTION STEPS/SPECIFIC TASKS	TIMING	COMPLETED
<b>3</b> Adopt Employee Benefit Programs and Purchase Plans	3.1 Identify current employee benefit packages for county employees (following the outcome of current negotiations with labor organizations).	After negotiations complete	✓
	3.2 Through the union, survey employees as to alternative benefits that may be desired including interest in State Disability Insurance.	6/06	underway
	3.3 Through an employee benefit broker and County staff, identify and analyze costs and advantages of medical plan options including CalPERS and plans available through the County or other insurance pools.	3/06 to 5/06	✓
	3.4 Through an employee benefit broker and County staff, identify and analyze costs and advantages of options for ancillary benefits such as dental, vision, employee assistance, short and long term disability and life (and supplemental life) insurance.	3/06 to 5/06	✓
	3.5 Develop recommendations.	5/06	✓
	3.6 B&A Committee initial review/RTC review of CalPERS Health Benefits Program	6/06	✓
	3.7 Meet and confer with SEIU Local 415 and Mid Mgmt Assn.	6/06 - 7/06	
	3.8 B&A final review/RTC approval & adopt resolutions	8/06 to 9/06	
	3.9 Purchase benefit plans and enroll employees. <u>Coordinate with County payroll for deductions.</u>	8/06 to 9/06	
	3.10 Implement benefit delivery.	10/1/06	
<b>4</b> Establish Membership in CalPERS Retirement Program	4.1 Prepare and submit membership application for membership and actuarial studies using the same benefit formula as the County (2% at 55 modified) and providing the same optional benefits.	6/05	✓
	4.2 Report results of CalPERS actuarial valuation studies to B&A Committee and the County.	3/06 to 4/06	✓
	4.3 Liaison with CalPERS to provide any additional data or scenarios to be considered.	3/06 to 4/06	✓
	4.4 Develop recommendations regarding membership in CalPERS.	3/06 to 4/06	✓
	4.5 B&A Committee initial review.	4/06	✓
	4.6 Proceed with steps to initiate new agency membership with CalPERS including schedule of actions needed	4/06 -9/06	✓
	4.7 RTC adopt resolutions	8/06 & 9/06	
	4.8 Employee election	8/06	

OBJECTIVES	ACTION STEPS/SPECIFIC TASKS		TIMING	COMPLETED
	4.9	Coordinate with County and CalPERS to ensure correct balances are recorded for employee accounts at date of RTC autonomy.	6/06 to 8/06	
	4.10	Enter into agreement with CalPERS and enroll employees in retirement plan effective October 1, 2006.	9/06	
	4.11	Establish payroll procedures to deduct contributions and transmit payments to CalPERS.	9/06	
5 Determine participation in Social Security	5.1	Identify costs and advantages of participating in the Social Security system (in addition to CalPERS retirement, as is now done for County employees) and benefit options if RTC employees elect not to enroll in Social Security.	4/06	✓
	5.2	Through the unions, informally poll employees regarding their interest in participating in Social Security. Use survey results to determine whether employees are likely to officially vote to enroll in Social Security if other/better benefits could be offered instead.	6/06 5/06	underway
	5.3	Once CalPERS membership is established, take steps to conduct an official employee election regarding participation in Social Security.	After 10/1/06	
	5.4	Analyze informal survey and formal election results and develop recommendations.	5/06	
	5.5	B&A review/RTC approval.	8/06 to 9/06	
	5.6	Implement Social Security (or alternate benefits) along with necessary enrollment, payroll deductions and procedures.	Election after 10/1/06, but retroactive to this date	
6 Establish deferred compensation program	6.1	Confirm the option to continue participating in the County program and the terms of transferring/rolling over existing employee deferred comp accounts from the County program.	3/06	✓
	6.2	Develop staff recommendations.	5/06 - 6/06	✓
	6.3	B&A review/RTC approval/adopt resolution.	6/06 -8/06	underway
	6.4	Implement deferred comp program along with the necessary enrollments, payroll deductions and procedures effective October 1, 2006	9/06	
7 Establish workers compensation program.	7.1	Work with County staff to assemble required application data including 10 years of workers comp loss and payroll history.	2/06	✓
	7.2	Draft RTC Illness and Injury Prevention Program (which is required with WC application.)	1/06	✓

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OBJECTIVES	ACTION STEPS/SPECIFIC TASKS		TIMING	COMPLETED
	7.3	Solicit quotations for workers comp insurance coverage through available public agency insurance pools.	2/06 & 3/06	✓
	7.4	Develop recommendations.	3/06 to 5/06	✓
	7.5	B&A Committee initial review.	6/06	✓
	7.6	B&A final review/RTC approval.	6/06	✓
	7.7	Purchase and implement workers comp policy.	9/06	
8 Implement personnel record keeping system.	8.1	Identify requirements for personnel filing system (including the type of records to be kept, confidentiality and security, electronic and manual record-keeping). Review sample formats used by other public agencies	4/06 to 5/06	✓
	8.2	Determine if RTC computer storage and security requirements are sufficient for this new function and enhance if needed.	6/06	✓
	8.3	In cooperation with County Personnel, verify personnel records for RTC employees. Integrate RTC personnel files with historical information from County records to establish official personnel files.	7/06 to 8/06	underway
	8.4	Establish separate, confidential files for storing medical information regarding employees.	8/06 to 9/06	underway
9 Adopt other HR-Related Policies and Programs (Incorporated into OBJECTIVES 1 & 12 - Plan to defer creating new employee orientation until autonomy is complete)				
10 Employee Relations and Negotiations/ Union Representation	10.1	Coordinate with County on all communications with County employee bargaining representatives Local 415 SEIU and Mid-Management Association	8/05 to 9/06	✓
	10.2	Notify labor organizations of the RTC's intention to establish itself as an autonomous governmental entity by October 1, 2006. (Notify again of new target date when approved.)	1/06	✓
	10.3	Notify County management that the RTC Executive Director (and/or her designee Ellen Aldridge) will serve as the liaison and meet and confer with labor organizations on all employee relations matters and agreements pertaining to employees of the RTC, including adoption of RTC human resource policies, that will take effect on July October 1, 2006, or upon autonomy.	1/06	✓

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OBJECTIVES	ACTION STEPS/SPECIFIC TASKS	TIMING	COMPLETED
	10.4 Analyze communities of interest for the purposes of determining bargaining unit(s) and prepare draft Employee/Employer Relations Policy.	1/06	✓
	10.5 Adopt Employee/Employer Relations Resolution after consulting with labor organizations.	8/06 4/06 to 5/06	underway
	10.6 Report on options for the MOU/bargaining process.	5/06	✓
	10.7 Prepare for collective bargaining.	5/06	✓
	10.8 Provide direction to RTC management and negotiator on labor negotiations.	6/06	✓
	10.9 Negotiate Memorandum of Understanding (MOU) with SEIU on behalf of RTC employees.	7/06 to 8/06	
	10.1 Draft recommended salary schedule.	7/06 to 8/06	
	10.11 RTC approval of MOU and adoption of salary schedule.	9/06	
	10.12 Employee ratification of MOU.	9/06	
	10.13 Staff implementation of MOU.	10/1/06	
11 Transfer County employees to RTC	11.1 County notifies employees that employment ends September 30, 2006.	9/06	
	11.2 RTC notifies employees that employment begins October 1, 2006.	9/06	
	11.3 CalPERS and other employee benefits begin with RTC as employer.	10/1/06 or start of 1st October payperiod	

RTC Autonomy Work Plan and Timeline  
PART 2: Administrative, Fiscal and Legal Tasks

OBJECTIVES	ACTION STEPS/SPECIFIC TASKS	TIMING	
12 Establish RTC Administrative and Fiscal Policies and Procedures	12.1 Assemble sample policies and procedures from local public agencies and RTPAs.		✓
	12.2 Draft policies and procedures including for accounting, investments, purchasing, credit card policies, contracting for services, official travel, reporting of accidents, disposition of surplus property, records retention, telecommuting, media guidelines, paper reduction and electronic communication, and Illness & Injury Prevention, Safety and Emergency Preparedness Programs.	8/05 to 6/06	underway
	12.3 Document review by legal counsel, County and RTC staff and consultants	7/06	

OBJECTIVES	ACTION STEPS/SPECIFIC TASKS		TIMING	COMPLETED
	12.4	B&A Committee review of policies.	8/06	
	12.5	Meet and confer with SEIU Local 415 and the Mid Management Association on policy matters that are within the scope of representation.	6/06	
	12.6	RTC approval of policies.	8/06 to 9/06	
	12.7	Incorporate policies into RTC Policy Manual and finalize procedures and forms to implement policies.	9/06	
<b>13</b> Secure transition and post-transition legal services for the RTC	13.1	For pre-separation issues, use County Counsel for legal services and secure backup counsel in the event there is a conflict of interest on specific issues involving the County of Santa Cruz or specialized expertise is needed.	To 12/1/06	✓
	13.2	Arrange for continuation of County Counsel services after separation	7/06	
	13.3	B&A Committee review.	8/06	
	13.4	RTC approval.	9/06	
	13.5	Staff implementation.	10/1/06	
<b>14</b> Secure insurance coverages	14.1	Determine insurance coverages needed for protection against liability, property damage (including automobile), fraud, directors and officers liability, errors and omissions and other possible issues.	3/06 to 4/06	✓
	14.2	Identify potential vendors and insurance pools and prepare and submit applications for coverage.	4/06 to 6/06	✓
	14.3	Develop recommendations.	5/06 - 6/06	underway
	14.4	B&A Committee review.	8/06	
	14.5	RTC approval.	8/06 TPW	
	14.6	Purchase coverages and secure policy documents.	8/06 to 9/06	
<b>15</b> Arrange for Transportation Services	15.1	Research options for service and maintenance of the RTC's vehicles and options for replacing use of the County's automobile pool services including purchasing of a vehicle through the State buying pool and/or renting vehicles. Explore remaining with County Fleet Services in the short term. Consider replacement of the RTC's CNG van with a vehicle that better meets current needs.	4/06	✓
	15.2	Develop recommendations.	5/06	✓
	15.3	B&A Committee review.	6/06	✓
	15.4	RTC approval.	6/06 to 9/06	

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OBJECTIVES	ACTION STEPS/SPECIFIC TASKS		TIMING	COMPLETED
	15.5	Purchase or contract as needed.	9/06	
16 Secure storage space	16.1	Research options for renting a small commercially available storage unit to replace the services of the County warehouse. Explore remaining with County Warehouse services in the short term.	7/06	✓
	16.2	Rent storage unit or contract for storage with County.	7/06	
	16.3	Move inventory from County warehouse to new storage facility.	8/06 to 9/06	
	17.1	Develop and implement in-house mail procedures, purchase mailing materials and equipment and reduce use of courier services.		✓
17 Establish New Mailing System	17.2	Train staff and implement new systems and procedures.		✓
	17.3	Communicate to County departments new RTC addresses and mailing information.		✓
18 Negotiate MOUs With County as if Needed	18.1	Draft amendment to current MOU or new agreements between the County and the RTC as needed to address transition issues and post-transition services.	If needed	underway
	18.2	Develop recommendations.	If needed	
	18.3	B&A Committee initial review.	If needed	
	18.4	B&A final review/RTC approval.	If needed	
	18.5	Execute and implement agreements.	5/06 to 9/06	
19 Confirm Agreements for Funds Management	19.1	Discuss options and legal mandates with County Treasurer-Tax Collector and Auditor-Controller regarding funds management.	6/05	✓
	19.2	Confirm arrangements with County Treasurer and Auditor Controller to maintain and manage funds (Local Transportation Funds/TDA and Others).	3/06	✓
	19.3	Develop recommendations.	4/06	✓
	19.4	B&A Committee initial review.	6/06	✓
	19.5	RTC approval/adopt resolution.	6/06 to 8/06	underway
	19.6	Contract with County Treasurer-Tax Collector and Auditor-Controller as a special district for services.	9/06	
	19.7	Staff implementation.	10/1/06	

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OBJECTIVES	ACTION STEPS/SPECIFIC TASKS		TIMING	COMPLETED
<b>20</b> Establish Systems for Claims Procedures and Payments (Included in OBJECTIVE 12)	20.1	Develop in-house procedures to vouch for RTC expenses and coordinate to have claims paid through the Auditor-Controller's office like other special districts.	4/06 - 5/06	✓
	20.2	Develop recommendations with input from Auditor-Controller and RTC fiscal staff.	4/06 to 7/06	underway
	20.3	B&A Committee review.	8/06	
	20.4	RTC approval.	8/06 to 9/06	
	20.5	Incorporate policies into RTC Policy Manual and finalize procedures and forms to implement policies.	8/06 to 9/06	
<b>21</b> Establish Purchasing System (Included in OBJECTIVE 12)	21.1	Develop purchasing procedures and controls including for use of credit cards and petty cash.	4/06 to 7/06	underway
	21.2	Develop recommendations with input from Auditor-Controller and RTC fiscal staff.	4/06 to 7/06	underway
	21.3	B&A Committee review.	8/06	
	21.4	RTC approval.	8/06 to 9/06	
	21.5	Incorporate policies into RTC Policy Manual and finalize procedures and forms to implement policies. Staff testing and implementation.	8/06 to 9/06	
<b>22</b> Establish Payroll System (Included in OBJECTIVE 12)	22.1	Contract with the County Auditor-Controller's office for payroll services as is done by other special districts.	3/06	✓
	22.2	Develop in-house procedures to vouch for RTC payroll.	4/06 - 7/06	underway
	22.3	B&A Committee review.	8/06	
	22.4	RTC approval.	8/06 to 9/06	
	22.5	Incorporate policies into RTC Policy Manual and finalize procedures and forms to implement policies. Staff testing and implementation.	8/06 to 9/06	
	22.6	Obtain federal and state employer tax ID's for the RTC and register the RTC with Secretary of State.	8/06 to 9/06	
<b>23</b> Establish Credit Card Account and System (Included in OBJECTIVE 12)	23.1	Research CalCard and other commercial credit card services.	4/06	✓
	23.2	Draft policies and procedures for use of an RTC credit card.	5/06 to 7/06	✓
	23.3	Make recommendations on policies and procedures and which card to apply for.	6/06	✓
	23.4	B&A Committee review.	6/06	✓

OBJECTIVES	ACTION STEPS/SPECIFIC TASKS		TIMING	COMPLETED
	23.5	RTC approval.	6/06	underway
	23.6	Apply for cards and establish accounts.	7/06-9/06	
	23.7	Incorporate policies into RTC Policy Manual and finalize procedures and forms to implement policies. Staff implementation.	10/1/06	
<b>24</b> Updates of Cost Estimates	24.1	Provide updated costs to the B&A Committee.	ongoing	✓
	24.2	Update costs on ongoing basis as information becomes available.	As available	✓

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