

- 2.27 Overtime
- 2.28 Pay Period
- 2.29 Personnel Action
- 2.30 Personnel File or Personnel Record
- 2.31 Provisional Employee
- 2.32 Position
- 2.33 Probationary Period
- 2.34 Promotion
- 2.35 Romantic Relationship
- 2.36 RTC or SCCRTC
- 2.37 Reclassification
- 2.38 Regular Employee
- 2.39 Salary Schedule
- 2.40 Suspension
- 2.41 Temporary Employees
- 2.42 Vacancy
- 2.43 Work Day

Section 3 – Classification Plan

- 3.1 Purpose
- 3.2 Composition of Classification Plan
- 3.3 Content of Job Descriptions
- 3.4 Assignment of Positions to Class
- 3.5 Use of Class Title
- 3.6 Modifications to Classification Plan

Section 4 – Compensation

- 4.1 Salary Schedule
- 4.2 Allocation of Positions
- 4.3 Step Advancement
- 4.4 Bilingual Pay Differential

Section 5 – Recruitment

- 5.1 Employment Policies
- 5.2 Filling Vacant Positions
- 5.3 Certification Procedures
- 5.4 Announcements
- 5.5 Applications
- 5.6 Testing of Applicants
- 5.7 Notification of Applicants

2.29 Personnel Action

Any action affecting an employee's employment status, such as appointment, promotion, demotion, reassignment, transfer, layoff, dismissal, or compensation change.

2.30 Personnel File or Personnel Record

The official employment record maintained, by the Executive Director or their designee, for each employee, containing documents related to employment history, performance, discipline, training, and other relevant matters.

2.31 Provisional Employee

An individual appointed temporarily to a budgeted position when no eligible list is available or when fewer than three qualified candidates exist. Provisional appointments may be terminated at any time and do not confer regular status.

2.32 Position

A set of duties and responsibilities assigned to one employee, whether full-time, part-time, reduced time, or temporary.

2.33 Probationary Period

A working test period during which an employee must demonstrate fitness for regular status in the position to which they were appointed.

2.34 Promotion

The movement of an employee from one classification to another with a higher salary range, generally following a competitive selection process.

2.35 Romantic Relationship

Any consensual dating, intimate, or sexual relationship between two employees.

2.36 RTC or SCCRTC

Santa Cruz County Regional Transportation Commission (Commission) is composed of the five (5) County Board of Supervisors, representatives appointed by the four (4) incorporated cities, three (3) members appointed by the Santa Cruz Metro Transit District, and one (1) ex-officio member

SECTION 8 – PROBATIONARY PERIOD

8.1 Nature, Purpose and Duration

The probationary period is a working test period during which RTC evaluates:

- Job performance;
- Conduct and attendance; and
- Suitability for long-term employment in the classification.

All newly appointed, promoted and reinstated employees to a regular position must serve a probationary period. The standard probationary period for current staff as of December 31, 2026, is six (6) months, unless otherwise established by classification. For new employees starting on January 1, 2027, or later, the standard probationary period is twelve (12) months, unless otherwise established by classification. The probationary period may be extended for up to two (2) additional three (3)-month increments. The manager shall extend a probationary period when:

More time is needed to evaluate employee performance;

- The employee has been absent for a significant portion of the probationary period.

8.2 Recommendation for Regular Status

Upon successful completion of probation, the manager shall:

- Complete a written performance evaluation;
- Recommend the employee for regular status; and
- Forward the documentation to the Executive Director for approval.

If approved, the employee achieves regular employment status in the classification.

Failure to submit timely evaluations does not automatically confer regular status but may require management action to resolve any delay.

8.3 Promotion During Probation

An employee serving a probationary period may be considered for promotion if:

SECTION 9 – EMPLOYEE CONDUCT

9.1 Employee Conduct Generally

Employees of RTC are expected to maintain the highest standards of professionalism, integrity, and ethical behavior. Employees must:

- Comply with all RTC policies, procedures, and directives;
- Conduct themselves in a manner that promotes public trust;
- Perform duties safely, efficiently, and courteously;
- Protect RTC property and confidential information; and
- Employees are expected to conduct themselves in a manner that serves the public interest and avoids conflicts of interest or the appearance thereof.

Violations may result in disciplinary action, up to and including termination.

9.2 Attendance

Employees are expected to:

- Report to work as scheduled;
- Notify their supervisor promptly of any absence or tardiness;
- Obtain approval for planned absences; and
- Accurately record work hours in accordance with RTC timekeeping procedures.

Excessive absenteeism or tardiness, unauthorized absence, falsification of time records, or failure to follow reporting requirements may result in disciplinary action up to termination.

9.3 Outside Employment

RTC employment is the employee's primary professional obligation. Employees may engage in outside employment only with the prior written approval of the Executive Director and only when such employment does not interfere with the employee's duties or RTC's interests.

Outside employment will be approved only if it:

- Does not conflict with the employee's RTC duties or work schedule;

Evaluations must comply with ADA, FEHA, and all other applicable laws.

The Executive Director and the respective department director in which the employee works, in consultation with Director of Internal Services, will review the fitness-for-duty evaluation results and determine appropriate next steps.

9.6 Nepotism

To avoid favoritism or conflicts of interest:

- Immediate family members may not supervise or evaluate one another.
- Employees may not be appointed or assigned to positions that fall within the direct reporting line of an immediate family member.
- Employees must disclose familial or romantic relationships that may create conflicts. **Romantic relationships create a conflict when one employee supervises, evaluates, or influences employment decisions affecting the other, or when such a relationship could reasonably appear to compromise impartiality.**
- The Executive Director may reassign or otherwise modify reporting structures to ensure impartiality.
- Form 700 (Statement of Economic Interests) disclosures may be required for designated positions under the RTC Conflict of Interest Code.
- Violations may result in disciplinary action.

9.7 Permitted and Prohibited Political Activities

As a public agency that receives federal grant funding, RTC and its employees are subject to restrictions on political activity under federal and state law, including the Hatch Act and applicable provisions of the California Government Code.

Federal Law – Hatch Act

The Hatch Act is a federal law that restricts certain political activities of government employees whose principal employment is connected to programs financed in whole or in part by federal funds. Covered employees, including state and local government employees, are prohibited from using

- C. Fund Replenishment: The fund will be replenished when it is 50% depleted (expended) and at the fiscal year end. For each expenditure and any cash received, receipts shall be obtained and itemized.
- D. Reimbursement and Advances: All reimbursement and petty cash advance requests, approvals, and related record-keeping shall be administered by the Administrative Division. Reimbursement or advance requests from employees must be submitted using the Petty Cash Reimbursement/Advance Form and duly signed by both the Admin Division and the Fiscal Division. The Fiscal Division will conduct semi-annual audits of petty cash balances and associated requests, typically in the months of January and July, to ensure compliance with established policies and internal controls.

5.6 Credit Card Use

RTC credit cards used for official RTC business are subject to the existing RTC purchasing and travel policies and procedures and must be supported by receipts and/or documentation for the purpose of the purchase.

Credit Card Company: The Executive Director or his/her designee may use the CalCard system or may contract the services of any other credit card company.

Card Holders and Credit Limits: Credit cards are issued to the Executive Director and the designated RTC Purchasing Agent. The Executive Director may issue additional credit cards to other designated RTC staff members as needed. The Executive Director will set the credit line and single transaction limits of each card in accordance with company card restrictions.

At least annually~~On a quarterly basis~~, the Executive Director shall provide the Budget, Administration, and Personnel Committee with a listing of all warrants paid and credit card statements for the reporting period.

SECTION 6. - TRAVEL

6.1 Official Travel

RTC employees and Commissioners will be reimbursed for reasonable and necessary transportation-related expenses incurred in the performance of their official duties. This includes traveling to and from authorized meetings, seminars, training sessions, official business-related luncheons, conferences, and other business-related events, as approved by the Executive Director or his/her designee. [For clarity, reimbursements under this section apply to trainings, seminars, and other non-routine meetings, and do not include regular Commission or Committee meetings.](#)

- A. Travel and/or training will be authorized where there is a benefit to RTC, including professional growth of employees, and which warrants the cost and time away from regular duties.
- B. Travel and training budget will be approved during the annual budget process. Approved budget for travel and training will not be exceeded without the express approval of the Executive Director.
- C. Out-of-state travel may be authorized only when the associated costs are included in the approved budget and when the Executive Director has reviewed the request and determined that the travel is necessary or beneficial to RTC, or beneficial to the employee in a manner that supports their role and responsibilities.

6.2 Use of RTC Vehicles

It is the policy of the RTC to have vehicles available for employee use on RTC business.

- A. The use and operation of RTC vehicles shall be in accordance with all applicable State and federal laws and California Motor Vehicle rules and regulations, including use of seat belts. In addition, applicable administrative procedures shall at all times be followed.
- B. RTC vehicles shall be used for official RTC business only.
- C. RTC vehicles may only be operated by authorized individuals who possess a valid California Driver's license for the appropriate class(es) of vehicle(s) and who have approval of the Executive Director or his/her designee.