

R-21-104
Meeting 21-20
October 28, 2021

CONSENT ITEM #3

To: Board of Directors
Open Space Authority

From: Andrea Mackenzie
General Manager

SUBJECT

Review and Ratify Authority Policy BRD-026 -- Employee Handbook

REVENUE/COST

There is no cost associated with this item.

BACKGROUND

On January 11, 2001, the Board approved the Santa Clara Valley Open Space Authority Employee Handbook (Handbook). The Santa Clara Valley Open Space Authority (Authority) reviews the handbook regularly and updates it when revisions are necessary. On October 22, 2020, the Board approved the most recent revision to the handbook.

DISCUSSION

Staff and legal counsel reviewed the Handbook for legally required updates and internal recommendations. Staff did not have any internal recommendations to propose. After review of recent legislative updates, it was determined that the Handbook remains compliant with relevant law. There are no updates required for the Handbook.

RECOMMENDATION

Staff recommends that the Board adopt the Resolution ratifying BRD-026 – Employee Handbook as presented in the attached document (Exhibit E).

Prepared by:
Elizabeth Loretto, Human Resources Officer

Attachment(s): Resolution 21-67 – A Resolution of the Santa Clara Valley Open Space Authority Ratifying the Employee Handbook BRD-026

Exhibit E – BRD-026-11 – Employee Handbook