



**FEBRUARY 13, 2025**

**AGENDA ITEM # 05**

**APPROVE POLICIES AND PROCEDURES**

Action Requested: Approve

Presenter: Dustin Purinton, Accounting Manager

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**Recommendation**

Approve and Adopt the following Policy and Procedures noted in the Discussion and as attached.

**Background Information**

The Sacramento Transportation Authority (STA) is committed to maintaining high standards of governance and operational efficiency. Staff have undertaken a comprehensive review and update of our policies and procedures. The Policies and Procedures noted below have not been presented to the Board for review and approval. Staff have been developing the procedures based on best practices provided by our insurer Golden State Risk Management Authority (GSRMA). It was recommended by GSRMA to have these approved and adopted by the Board.

While the Executive Director has the ability to adopt and carry out these policies in some cases, STA staff want to have these approved by the Board.

**Discussion**

The listed policies and procedures were developed with input from industry standards and have undergone thorough internal review including STA legal counsel. These policies and procedures have not come to the Board in the past.

On January 9, 2025, the STA Independent Taxpayer Oversight Committee (ITOC) conducted an evaluation of the proposed policies described below and provided their endorsement.

- 1) Administrative Policies to enhance organizational operations, support staff development, and ensure compliance with best practices in governance and management.
  - a. IT Policy establishes a comprehensive set of policies around telework, use of information technology systems, data security, unacceptable use, and enforcement.
  - b. Administrative Fund Investing Procedure sets guidelines for administrative fund balances between the County and US Bank accounts focusing on balancing ease of use and investment earnings.
  - c. Mobility Subsidy Policy will be used to reimburse employees for eligible forms of transportation.

- d. Education Professional Development Reimbursement Policy provides for employees to be reimbursed for eligible educational and professional development activities.
  - e. Telework Policy sets guidelines for telework arrangements with staff.
  - f. Social Media Policy ensures timely and accurate sharing of public information, while maintaining a respectful and secure online environment.
- 2) Safety and Risk Management: These procedures are to mitigate potential liability as identified by our insurer Golden State Risk Management Authority. They also ensure that staff have adequate policies and procedures to ensure a safe work environment.
- a. Insurance Claim Handling Procedure details how staff are to notify the insurer in the event of an insurance claim.
  - b. Motor Vehicle Policy outlines the procedures and requirements for the use of personal vehicles by employees for business purposes.
  - c. Emergency Response Plan details responses to in-office emergency situations.
  - d. Return to Work Program is to facilitate the safe and efficient reintegration of employees who have been absent due to injury, illness, or disability.
  - e. Injury and Illness Prevention Program to communicate with employees our procedures for creating a safe and healthy work environment for all employees.

This comprehensive policy package demonstrates STA's commitment to adopting modern governance practices, minimizing operational risks, and fostering an adaptable and supportive work environment.

### **Recommendations**

Approve and adopt policies as presented.

### **Fiscal Impact**

No fiscal impact is anticipated with the approval of these policies. Any costs related to training and implementation are expected to be minimal and can be accommodated within the existing budget.

### *Attachment*

1. *IT Policy*
2. *Administrative Fund Investing Procedure*
3. *Mobility Subsidy Policy*
4. *Education Professional Development Reimbursement Policy*
5. *Telework Policy*
6. *Social Media Policy*
7. *Insurance Claim Handling Procedure*
8. *Motor Vehicle Policy*
9. *Emergency Response Plan*
10. *Return to Work Program*
11. *Injury and Illness Prevention Program*