
Meeting Date

June 15, 2021

New Business Item #4

Subject

Personnel Policy Update

Recommendation

Staff recommends the Board of Directors approve the 2021 Update to BWA Personnel Policies as proposed and discussed.

Background/Analysis

BWA's Personnel Policies were adopted on June 1, 2005 and included in the Authority's Personnel Policy Handbook. These policies have been revised numerous times since then, including in 2009, 2011, 2013, 2016 and most recently in 2017.

Recognizing that periodic reviews and updates of policies are appropriate and necessary to ensure proper management of the workforce and to limit liability for the Authority, BWA Management undertook the task of reviewing and recommending changes to the Authority's Personnel Policies which have been reviewed and discussed with the Board of Directors during Board work sessions in April and May 2021.

Generally, changes proposed are intended to update or otherwise remove outdated language in the current Personnel Policies as well as to clarify existing policies. Additionally, certain policies in practice for many years but not previously included in the Authority's formal written policies have been included in the policies proposed for adoption. Lastly, updates to various policies concerning compensation and benefits are proposed.

These Policies reflect the direction of the Board provided at meetings held on April 6, 2021 and May 18, 2021.

Financial Impact

No modification to the current (2021) budget is anticipated to result from the adoption of the revised Personnel Policies. Neither are significant impact on future budgets anticipated.