

ATTACHMENT C
AMEND FY 25/26 CONDITIONS OF EMPLOYMENT

KINGS COUNTY AREA PUBLIC TRANSIT AGENCY

(KCAPTA)

UNREPRESENTED GENERAL AND MANAGEMENT EMPLOYEES

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POLICY UPDATES

Policy Update		
Record the complete history of successive versions of this Policy		
Section/Pages Affected	Reason for Change	Date
Paid Closure, pg7, Health Plan Premium, pg 9 & 14	Board approved Holiday Closure, update Health Plan Premium	9/23/2020
Policy Update Table, pg 3 Retirement, pg 10 Health Insurance, pg 9 & 15	Administrative, no changes	5/26/2021
Paid Closure, pg7	Update Holiday paid time off schedule	10/27/2021
Health Insurance, pg 9 & 14	Update Health Plan Premium	5/24/2023
Holidays, pg 7	Update Christmas Eve from 4 hours to 8	10/25/2023
Health Insurance, pg 9 & 14	Update Health Plan Premium	5/22/2024
Retirement	Update "New Member" Employee Contribution Rate	5/22/2024
Overtime, pg 4 Vacation pg 6	Administrative, no changes	5/14/2025
Holidays, pg7	Christmas day holiday was added. Added four hours to the New Years Eve Holiday	5/14/2025
Paid Closure, pg8	Remove Prior year Paid closures, update 2025 paid closure	5/14/2025
Health Insurance, pg 9 & 14	Update Health Plan Premium and administrative changes	5/14/2025
Management Vacation, pg 12	Increase management vacation from 64 to 80 hours, all of which may be cashed out if not taken.	07/23/2025
Deferred Compensation, pg 13	Increase KCAPTA maximum match from \$2,500 to \$3,500	07/23/2025

GENERAL EMPLOYEES

1.0 TIMEKEEPING ROUNDING RULES

The Kings County Area Public Transit Agency (KCAPTA) agrees that a quarter of an hour rounding rule shall be applied to timekeeping process for all hourly employees. Therefore, KCAPTA agrees to abide by the rounding chart provided as follows:

Chart to convert Minutes to Quarter of an Hour

Minutes to be Reported	Quarter of Hour Reported
01 to 07	0.00 hour

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08 to 22	0.25 hour
23 to 37	0.50 hour
38 to 52	0.75 hour
53 to 67	1.00 hour

2.0 OVERTIME

All employees shall receive FLSA overtime consistent with existing law. FLSA overtime shall be computed at a rate equal to one and one-half (1 and ½) times the employee’s regular hourly rate for hours worked in excess of forty (40) hours per work week. The workweek is defined as seven (7) consecutive calendar days, Monday through Sunday.

Only hours worked shall be counted as time worked for purposes of computing time and one-half overtime, except that hours paid for pre-approved vacation, comp-time, and holidays shall be counted as hours worked for purposes of computing overtime. Sick leave, and vacation in-lieu and comp-time in-lieu of sick leave shall not count as hours worked.

KCAPTA will pay an amount equal to time and one-half over and above the current hourly rate of pay for an employee required to work more than eight (8) hours per workday or an approved alternate longer regular work-shift. A workday is defined as a 24-hour period.

All overtime worked shall be either paid on payday following the pay period in which it was earned or accumulated to be taken as compensatory time off. Compensatory time shall be accumulated at the same rate as overtime and may be taken off at a time designated by the employee with the approval of supervisor.

3.0 COMPENSATORY TIME OFF

Compensatory time is any time which may be taken off by an employee in lieu of cash payment for hours worked beyond the normal work period. Compensatory time is accrued at the same rate as overtime. All time to be taken as compensatory time is to be formally recorded.

Maximum compensatory time accumulation is limited to thirty (30) hours.

4.0 SICK LEAVE

Accrual

All regular full-time and regular part-time employees will accrue sick leave as follows:

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Service Hours	Hours Earned	Sick leave earned at the rate of (based on hours worked)
0-10,400	80 (10 days)	.038462
10,401-20,800	88 (11 days)	.042308
20,801 +	96 (12 days)	.046154

Absence due to Death in Family

Whenever any regular full-time or regular part-time employee is compelled to be absent from duty by death in the employee’s immediate family, accumulated sick leave with pay, up to forty (40) regular working hours may be granted.

Immediate family is defined as follows (*Whether by blood or marriage or adoption*):

- Children (Legal Wards)
- Parents
- Grandchildren
- Grandparents
- Brothers
- Sisters
- Spouse or Registered Domestic Partner

5.0 FAMILY ILLNESS LEAVE

In Compliance with Labor Code 233, an employee shall be permitted to use in any calendar year the employee’s accrued and available sick leave to attend to an illness of a child, legal ward of guardian, parent, registered domestic partner, or spouse of the employee. All conditions and restrictions placed by KCAPTA upon the use by an employee sick leave shall also apply to use by an employee of sick leave to attend to an illness of his or her child, legal ward of guardian, parent, registered domestic partner, or spouse.

This does not extend the maximum period of leave to which an employee is entitled under Section 12945.2 of the Government Code or under the Family Medical Leave Act of 1993, as amended, regardless of whether the employee receives sick leave compensation during that leave. Employee shall indicate requests for family illness leave on an appropriate KCAPTA form prior to approval. All time utilized as family illness leave shall be formally recorded.

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6.0 USE OF EMPLOYEE BENEFITS

No employee shall be discriminated against or disciplined for the legitimate use of any right, privilege, or benefit.

7.0 VACATION

An eligible employee may accrue vacation at the appropriate rate applicable to the employees' length of service (2080 hours of actual service equals one year) as follows:

Service Hours	Hours Earned (based on hrs)	Rate (based on hours)
0-4,160	80 (10 days)	.038462
4,161-10,400	96 (12 days)	.046154
10,401-20,800	120 (15 days)	.057693
20,801-31,200	140 (17.5 days)	.067308
31,201 +	160 (20 days)	.076924

An eligible employee may accrue vacation at the appropriate rate applicable to the employee's length of service (as set forth above) until the employee reaches on of the following accrued hours of vacation limits:

Hours (day) Earned (based on hrs)	Maximum Vacation Accumulation Limits
80 (10 days)	160 hours
96 (12 days)	192 hours
120 (15 days)	240 hours
140 (17.5 days)	280 hours
160 (20 days)	320 hours

Once the appropriate accumulation limit has been reached, the employee shall cease to earn additional vacation until the employee's accumulated vacation balance falls below the limits listed above.

The Executive Director may permit employees in positions that require one-year probation to take up to five days of vacation upon completion of six months of service provided that the employee has a current performance evaluation with an overall rating of satisfactory or above. Upon satisfactory completion of probation, any days taken of approved vacation leave shall be debited from the employee's vacation account.

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Employees with overall performance evaluations of less than satisfactory shall not be permitted to take vacation until they have completed probation and begin to accrue vacation. For the purpose of eligibility to receive vacation leave under this section, an employee’s performance will be presumed to be satisfactory if there is no current performance evaluation.

8.0 HOLIDAYS

The days established holidays are:

- January 1, New Year’s Day
- Third Monday in January, Martin Luther King Day
- Third Monday in February, Presidents Day
- Last Monday in May, Memorial Day
- July 4, Independence Day
- First Monday in September, Labor Day
- November 11, Veterans Day
- The day designated as Thanksgiving Day
- The day following Thanksgiving Day
- December 24, Christmas Eve
- December 25, Christmas Day
- December 31, New Years Eve
- Such other days as KCAPTA’s Board may determine.

Paid Closure

In 2025 KCAPTA Admin offices will be closed to the public on the following days. Part-time employees will participate in the closure based on their assigned hours and earnings on a pro-rated basis. Employees on paid leave of absence will participate in the closure; however, employees on unpaid leaves of absence will be excluded.

2025

Friday, December 26, 2025 – 8 hours

Friday, January 2, 2026 – 8 hours

**When a holiday established falls on a Saturday, the proceeding Friday shall be deemed to be the holiday in lieu of the day observed.*

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**When a holiday established falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.*

Part-time employees shall be credited with holiday pay in the same ratio that their regular part-time service bears to regular full-time service.

Extra help employees shall not be entitled to paid holidays.

An additional eight (8) hours shall be added, in a lump amount, to each covered employee's vacation account on or around the first full pay period in July of every year. This time shall not become vested until added to the account.

9.0 CALL BACK PAY

The KCAPTA will compensate employees for a minimum of two (2) hours at the overtime rate when they are called back for active duty and have previously departed from the work site.

Minimum "call-back" shall not apply to work, which is by phone, computer, or is otherwise accomplished without requiring the employee to physically travel to the worksite. When an employee is called or otherwise contacted while off-duty to handle work over the phone or by computer, the employee, shall be compensated for one-half (1/2) hours straight time pay (equals 20 minutes at 1.5 overtime rate). Or actual time spent on the call, computer or otherwise performing authorized overtime work which does not require the employee to physically travel to the worksite, whichever is greater.

10.0 HEALTH/DENTAL/OPTICAL PLAN

Employees who elect to use a Health Plan offered by Kings County must continue to participate in the Dental and Optical plans and must remain in that plan until the open enrollment period of the plan. Employees electing to pretax their insurance will not be allowed to drop insurance coverage except at open enrollment unless the employee has qualifying status change.

Effective July 1, 2021, and based on 24 pay periods annually, the KCAPTA contribution to the Health and Dental/Optical Plan, which may include Point of Service (POS) or Preferred Provider (PPO) health insurance, shall be as follows:

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Health Plan/Dental/Vision Plan	KCAPTA Monthly Contribution	Employee Share
Level		
Single	\$537.68	\$179.23
Two-Party	\$978.96	\$326.32
Family	\$1473.02	\$491.01

11.0 DISABILITY INSURANCE (S.D.I.)

Since July 1, 2004, KCAPTA has contracted State Disability Insurance for all employees. Premiums for the insurance are employee paid, and all employees must participate.

12.0 RETIREMENT

Effective July 1, 2013 (PP14).

1. New Members – Full Time Employees hired on or after January 1, 2013 and designated as “new members” to CalPERS are eligible for the PERS 2% at 62 Plan pursuant to AB 340/SB197 (Pension Reform Act 2013). These employees pay the entire employee contribution rate reviewed and set by CalPERS, currently 7.75% of salary. Such payment shall vest to the employee.
2. Classic Members – KCAPTA Full Time employees hired prior to January 1, 2013, or those hired on or after that date that are not designated as “new members” to CalPERS by the Pension Reform Act of 2013, are eligible for the 2% at 55 Plan. These employees pay 100% of the employee contribution rate reviewed and set by CalPERS, currently 7% of ~~salary~~their salary. Such payment shall vest to the employee.

Computation for final salary shall be calculation of highest average annual compensation earnable during the three (3) consecutive years immediately proceeding the effective date of his or her retirement date or separation from KCAPTA.

13.0 MILEAGE REIMBURSEMENT

Employees may be required to use personal vehicles for travel in the performance of their duties. In this case, the mileage shall be reimbursed at the rate allowable under I.R.S. regulations as determined and administered by the Kings County Director of Finance.

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14.0 TERM LIFE INSURANCE

KCAPTA will provide (through Kings County), at KCAPTA expense a \$10,000 death benefit group term life insurance policy covering each represented employee, effective July 1, 2004. The life insurance coverage will terminate upon the employee’s date of separation from KCAPTA employment, whether through voluntary resignation, layoff, termination, or retirement.

15.0 RETIREE HEALTH INSURANCE

Employees who retire in good standing from PERS at the time of their separation for KCAPTA employment will receive a percentage of the dollar value of accrued sick leave (at time of retirement) put into an “account” to be used toward Kings County health insurance premiums only, at a rate not to exceed the family option per month until the employee, and/or spouse if covered, is eligible (by age) for Medicare or the money runs out, whichever is first. The retiree health benefit percentage shall be as follows:

<u>Service Hours</u>	<u>Percent of compensation (based on hours) Health Benefit</u>
20,801 – 31,200	25%
31,201 – 41,600	35%
41,601 and over	45%

To qualify for the retiree health benefit the employee and any dependents to be covered must be enrolled in the Kings County’s existing health benefit plan at the time of the employee’s separation for KCAPTA service. Health benefit payments may be used toward coverage for the employee’s dependent(s) only as long as the dependent(s) is eligible for coverage under the plan, has not reached Medicare age and, in the case of children, only to the age permitted under the plan contract as dependent children. If the employee dies after retirement (or while still employed in good standing) prior to Medicare age and there is money remaining in the account, the employee’s spouse and/or covered dependent(s) may continue to use the account toward Kings County health insurance premiums only, within COBRA guidelines, if eligible as stated above. Any balance in the account remains the property of KCAPTA.

16.0 DIRECT DEPOSIT OF PAYROLL CHECKS

All employees shall be subject to mandatory participation in the direct deposit of their KCAPTA payroll checks. Prior to the commencement of employment, any such employee shall complete a direct deposit sign-up/authorization form for the direct deposit of the payroll check.

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II. MANAGEMENT EMPLOYEES

MANAGEMENT BENEFITS

Management Group I = Appointed officials in salary bands.
Executive Director

Confidential Management Group II (exempt) = Transit Manager
Accountant/Auditor

1.0 ACCRUAL

All regular full-time and regular part-time management employees will accrue sick leave as follows:

Service Hours	Hours Earned	Sick leave earned at the rate of (based on hours worked)
0-10,400	80 (10 days)	.038462
10,401-20,800	88 (11 days)	.042308
20,801 +	96 (12 days)	.046154

2.0 VACATION

An eligible management employee may accrue vacation at the appropriate rate applicable to the employees' length of service (2080 hours of actual service equals one year) as follows:

Service Hours	Hours Earned (based on hrs)	Rate (based on hours)
0-10,400	96 (12 days)	.046154
10,401-20,800	120 (15 days)	.057693
20,801-31,200	140 (17.5 days)	.067308
31,201 +	160 (20 days)	.076924

An eligible management employee may accrue vacation at the appropriate rate applicable to the employee's length of service (as set forth above) until the employee reaches one of the following accrued hours of vacation limits:

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Hours (day)	Maximum Vacation
<u>Earned (based on hrs.)</u>	<u>Accumulation Limits</u>
96 (12 days)	192 hours
120 (15 days)	240 hours
140 (17.5 days)	280 hours
160 (20 days)	320 hours

Once the appropriate accumulation limit has been reached, the employee shall cease to earn additional vacation until the employee’s accumulated vacation balance falls below the limits listed above.

2.1 Management employees in Group I & II will be granted 6480 hours of additional ~~vacation~~ ~~time~~ ~~in vacation time in~~ the first full pay period of each fiscal year (or pro-rated upon hire date). These hours are a separate leave benefit and not counted against the maximum vacation accrual established based on length of service. Employees may, at their option, sell back all 80 hours up to 48 hours of accrued vacation each fiscal year at their hourly rate of pay. This leave will be tracked separately from the regular vacation accrual and will not carry over from year to year. If this time is not used by the end of the fiscal year, ~~up to all 4880~~ 4880 hours of the remaining balance will automatically ~~cash~~ be cashed out to the employee. Any sale of management vacation hours will be deducted only from the management vacation leave balance. ~~The remaining 16 hours of leave cannot be cashed out and must be taken as time off only. If any hours remain at the end of the fiscal year after 48 hours are cashed out, the remaining~~ hours will carry over to the new fiscal year. However, the hours granted for the new fiscal year shall be reduced by the number of hours equal to those carried over.

Management employees may, at their ~~option~~ option, sell back an additional 8 hours of accrued regular vacation each fiscal year, at their hourly rate of pay, to be contributed directly to the employee’s deferred compensation account.

3.0 HEALTH/DENTAL/OPTICAL PLAN PREMIUM CONTRIBUTION

Employees who elect to use a Health Plan offered by the County must continue to participate in the Dental and Optical plans and must remain in that plan until the open enrollment period of the plan. Employees electing to pretax their insurance will not be allowed to drop insurance coverage except at open enrollment unless the employee has qualifying status change.

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Effective July 1, 2021, the KCAPTA contribution (per month based on 24 pay periods) to the Health and Dental/Optical Plan shall be as follows:

	<u>KCAPTA Share</u>	<u>Health Plan Employees Share</u>
Single	\$716.91	0
Two-Party	\$1305.28	0
Family	\$1964.02	0

The KCAPTA shall pay 100% of the health insurance premium (including the medical, dental and vision plans) for the health plan offered by the County for each management employee and their eligible family members, based on their enrollment in such health plan.

4.0 DEFERRED COMPENSATION

For every three dollars contributed to the KCAPTA contracted deferred compensation programs by management employees, the KCAPTA shall contribute one dollar to the employee’s account up to a maximum of ~~twenty five~~ three thousand five -hundred dollars \$23,500 per calendar year.

5.0 TERM LIFE/ACCIDENT INSURANCE

Term life/accident insurance (with an option for portability when leaving KCAPTA service in good standing) is provided for management employees as follows:

Management Group I	\$50,000
Management Group II	\$40,000

6.0 LONG TERM DISABILITY INSURANCE

Long Term Disability (LTD) Insurance is provided to management employees.

7.0 RETIREE HEALTH INSURANCE

Management employees who retire in good standing from PERS at the time of their separation for KCAPTA employment will receive a percentage of the dollar value of accrued sick leave (at time of retirement) put into an “account” to be used toward all or part of the total premium for Kings County health insurance premiums until the employee, and/or spouse or dependent if covered, is no longer eligible, (by age and within COBRA

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guidelines if applicable) for the Kings County health insurance program, or the money runs out, whichever is first.

If a balance remains at the time the employee, and/or spouse or eligible dependent can no longer participate in the Kings County health insurance program, this amount can be applied toward a Medicare Part B plan or Medicare supplement, or PERS Long Term Care plan.

Participation in the Kings County health Insurance program is not required for the employee, an/or spouse or eligible dependent to direct all or part of the funds in this account to a Medicare Part B or PERS Long Term Care plan premium.

The retiree health benefit percentage shall be as follows:

Service Hours	Percentage of compensation (Based on hours)
10,401 – 41,600	40%
41,601 and over	50%

To qualify for the retiree health benefit the employee and any dependents to be covered must be enrolled in the Kings County’s existing health benefit plan at the time of the employee’s separation for KCAPTA service. Health benefit payments may be used toward coverage for the employee’s dependent(s) only as long as the dependent(s) is eligible for coverage under the plan, has not reached Medicare age and, in the case of children, only to the age permitted under the plan contract as dependent children.

If the employee dies after retirement (or while still employed in good standing) prior to Medicare age and there is money remaining in the account, the employee’s spouse and/or covered dependent(s) may continue to use the account toward Kings County health insurance premiums only, within COBRA guidelines, if eligible as stated above. Any balance in the account remains the property of KCAPTA.

OTHER CONDITIONS

9.0 OTHER CONDITIONS

The following conditions of employment applicable to general employees shall also be applicable to management:

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Sections 1.0, 2.0, 4.0, 5.0, 7.0, 8.0, 10.0, 11.0, 12.0, & 15.0.