



PUBLIC NOTICE

Sacramento Employment and Training Agency

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NOTICE IS HEREBY GIVEN that the Governing Board of the Sacramento Employment and Training Agency, on January 3, 2019, at 10:00 a.m. or as soon thereafter as is practicable, shall conduct a public hearing on changes to the SETA Personnel Policies and Procedures. The nature of the proposed changes includes:

Sick Leave Accrual and Usage (Section 9.08)

- Reduce sick leave accrual to 12 days for 40-hour work week regular employees and a prorated reduction for 4, 6, and 7-hour regular employees
- Clarify when employees may use their sick leave as defined by law
- Remove sick leave restriction
- Define excessive use of sick leave

Leave Without Pay (Section 9.01)

- Change the title to Leave of Absence With or Without Pay
- Clarify process on requesting leaves of absence
- Clarify when leave without pay can be used
- Added leaves of absence for veterans and/or members of the National Guard as defined per law

Equal Opportunity Employer (Section 1.05)

- Updated the protected classes as defined by law

In addition, the Head Start Policy Council will review and conduct a public hearing on these changes on Wednesday, December 19, 2018, 9:00 a.m.

The hearings will be held in the Board Room, 925 Del Paso Boulevard, Sacramento, California. During the course of the hearing the Governing Board may continue items to other days and times. Any member of the public may appear at the hearing and be heard regarding the proposed changes to the Personnel Policies and Procedures. Questions may be directed to the Clerk of the Boards at (916) 263-3827.

Date of Posting: Monday, December 3, 2018