



Meeting Date: July 28, 2021

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Approval of Employee Attendance Incentive Program.

SUMMARY:

Mendocino Transit Authority values employees with perfect attendance and would like to recognize non-exempt employees quarterly for perfect attendance, for the previous quarter.

To receive an attendance award, the employee must have been a full-time employee during the previous six-month period and have no unexcused absences, taken no time off without pay, had no unscheduled late arrivals or early departures and had no unscheduled vacation leave (less than 48 hours' advance notice). An absence that is designated as Family and Medical Leave does not disqualify an employee from this award.

The perfect-attendance award is \$2.00 per hour for hours worked during the previous quarter. This award is considered taxable income. It will be included in the qualifying employee's paycheck the first regularly scheduled payday after completion of the quarter. A quarter being defined as a three-month period during the calendar year.

The cost of this program is 185,484.00 for one year and would be covered under the CARES ACT.
The program length should be until California has deemed the emergency over and should be reviewed every six months.

STAFF RECOMMENDATION:

Staff recommends approval of the Employee Attendance Incentive Program.

