

RESOLUTIONS:

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
COUNTY OF DOÑA ANA**

Resolution No. FY2027-08

A RESOLUTION

APPROVING AMENDMENTS TO THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT HUMAN RESOURCES POLICY, INCLUDING RENAMING THE HR MANUAL AS THE “EMPLOYEE HANDBOOK,” AND AMENDING PROVISIONS CONCERNING BEREAVEMENT LEAVE AND PAID TIME OFF (PTO) CASH-OUTS

WHEREAS, the South Central Regional Transit District (SCRTD) is a political subdivision of the State of New Mexico and is authorized to provide public transportation services throughout its service area; and

WHEREAS, staff periodically reviews the District's Human Resources Policy and HR Manual to ensure that their provisions remain clear, consistent, and responsive to the District's operational and workforce needs; and

WHEREAS, as part of this review, staff identified the need to update the title of the District's HR Manual to “**Employee Handbook**” to more accurately reflect the purpose and content of the document; and

WHEREAS, staff also identified updates related to bereavement leave and paid time off (PTO) cash-outs; and

WHEREAS, additional minor revisions were made throughout the Employee Handbook to improve formatting, organization, sectioning, consistency, and overall readability, including updates and clarification of the District's recognized holidays and holiday leave provisions; and,

WHEREAS, staff recommends that the Board of Directors approve the proposed amendments, including changing the title of the HR Manual to “**Employee Handbook**” and updating the provisions concerning bereavement leave and PTO cash-outs;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT THAT:

1. The South Central Regional Transit District hereby approves changing the title of the District's HR Manual to “**Employee Handbook**.”
2. The South Central Regional Transit District hereby approves the amendments concerning bereavement leave and paid time off (PTO) cash-outs as presented.
3. The Executive Director is hereby authorized to implement the revised Employee Handbook and take all actions necessary to administer the approved amendments.
4. The approved amendments shall be incorporated into the District's Employee Handbook and administered consistently with applicable District policies and federal and state requirements.

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of September 23, 2026.


Manuel A. Sanchez
SCRTD Board Chair

ATTEST:

David Armijo
Executive Director, South Central Regional Transit District