

SUMMARY OF PROPOSED CHANGES

The proposed revision updates the former Human Resources Manual into an Employee Handbook, reorganizes the document into a clearer 12-category structure, and makes several employee-policy changes.

The most significant policy changes are the revised bereavement eligibility, the reduction of the PTO cash-out limit from 80 hours to 40 hours, and the replacement of the fixed holiday list with an annually approved holiday schedule.

Additional revisions improve navigation, presentation, terminology, cross-references, and document organization.

Policy Area	Previous Language / Practice	Proposed Change
Document Name / Cover – p. 1	Titled “Human Resources Manual.”	Rename the document “Employee Handbook” to reflect its purpose as an employee-facing reference guide.
Bereavement Leave – p. 31	Up to three (3) days of paid bereavement leave. The prior definition included spouse, sister, grandparents, mother, children, brother, grandchildren and father, and also extended the listed relationships to corresponding in-laws and step relationships.	Retain up to three (3) days of paid bereavement leave, but narrow and clarify “Immediate Family Members” to spouse, domestic partner, children, mother, father, sister, brother and grandchildren. Remove grandparents and the blanket inclusion of corresponding in-law and step relationships.
PTO Cash-Out – p. 33	Employees could request a cash payment of up to 80 hours of accrued PTO during the employee’s anniversary/hire month.	Reduce the maximum PTO cash-out from 80 hours to 40 hours during the employee’s anniversary/hire month. This is a 40-hour (50%) reduction. The separate provision allowing transfer of up to 80 hours to the NM PERA deferred compensation program remains separate.
Holiday PTO Pay – p. 33	The handbook listed nine specific holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.	Remove the fixed list of holidays. The official paid-holiday schedule will be determined annually by Human Resources, subject to Executive Director approval, and communicated to employees. Only officially approved and communicated holidays will be recognized as paid holidays.

ADDITIONAL DOCUMENT, ORGANIZATIONAL, AND FORMATTING CHANGES

Policy Area	Previous Language / Practice	Proposed Change
Cover / Branding – p. 1	Prior cover used the former document presentation and logo treatment.	Update the logo to a clearer image and refresh the cover presentation while keeping document text in black.
Handbook Purpose & Disclaimer – p. 1	The manual began with policy language and a general statement that the policies did not constitute an employment contract.	Add an employee-facing handbook introduction on the cover/front matter explaining that the handbook is a quick-reference guide, is not exhaustive, directs employees to the Policy and Procedure Manual for comprehensive information, and is not an employment contract.
SCRTD Contact Information – p. 1	Cover listed 830 Anthony Drive, Anthony, NM 88021 and 575-322-1620.	Add the Sunland Park location: 2001 Futurity Drive, Sunland Park, NM 88063, and 575-777-5851, while retaining the Anthony location information.
Revision Identification – p. 1 / footer throughout	Original cover identified “Revised September 1, 2024.”	Update the revision identification to “Revised September 2026” and place revision information consistently in the revised document.

Policy Area	Previous Language / Practice	Proposed Change
Table of Contents – pp. 2–5	The original manual already contained a Table of Contents organized around Sections 1–27.	Rebuild and expand the Table of Contents to match the new 12-category structure, policy subsection numbering, and lettered subparts, making policies easier to locate.
Introduction Placement – p. 6	Introduction appeared before the Table of Contents on p. 2.	Move the Introduction to follow the Table of Contents/front matter so the document opens with the cover, navigation, additional-policy notice, and then the Introduction.
Additional Policies Notice – p. 5	No stand-alone “Additional Policies” notice appeared after the Table of Contents.	Add an “Additional Policies” notice explaining that the Employee Handbook summarizes selected employment-related policies and that other operational, administrative, financial and governance policies may exist outside the handbook.
Policy Cross-References – throughout	Sections generally stood alone within the Human Resources Manual.	Add a recurring notice at major categories stating: “This section summarizes key policies. For full policy details and procedures, see the corresponding section of the SCRTD Policies and Procedures Manual.”
Overall Organization – pp. 7–51	The manual used 27 sequential sections.	Reorganize the handbook into 12 major policy categories, with policies nested under each category for clearer subject-matter organization.
Numbering / Sectioning – throughout	Policies were numbered as stand-alone Sections 1 through 27, with many unlettered subtopics.	Use category and policy numbering (for example, 9.0 Leave and 9.1 Paid Time Off) and lettered subparts (A., B., C., etc.) where applicable to create a consistent hierarchy.
PTO Terminology – pp. 30–34	The manual used “Personal Time Off,” “Personal Leave,” and “Personal Time Off Request” in several places.	Standardize PTO terminology to “Paid Time Off” and revise related references such as “Paid Leave” and “Paid Time Off Request.”
Duplicate PTO Section Title – pp. 30–31	Section 13 addressed Leave Procedures/PTO and Section 14 was separately titled “PAID TIME OFF,” creating overlapping labels.	Use Section 9.1 “Paid Time Off (PTO)” and rename the following detailed policy section to Section 9.2 “Time Off” to avoid duplicate section titles.
Demotions Language – revised Sections 12.1–12.2, p. 47	The Appeal from Suspension, Demotion and Discharge section repeated a separate “Demotions” clause.	Remove the duplicate Demotions clause because the subject is addressed elsewhere in the employee improvement/corrective-action process.
Addendum Pay Scales – removed from final handbook	The manual contained a heading titled “Section 26. Addendum Pay Scales,” but there was no substantive content under the heading.	Remove the empty “Addendum Pay Scales” heading.
Acknowledgement – p. 52	The final section was titled “Section 27: Effective Date.”	Rename the final section “Acknowledgement” to better match the employee receipt/acknowledgement language contained in that section.
Text Alignment / Formatting – throughout	Formatting and paragraph alignment varied across the 72-page manual.	Justify body text and standardize formatting to improve consistency and condense the document.

Policy Area	Previous Language / Practice	Proposed Change
Document Length – entire document	72 pages.	52 pages in the final Employee Handbook, a net reduction of 20 pages while adding front-matter guidance and reorganized navigation.

NEW 12-CATEGORY ORGANIZATION

1.0 Equal Employment Opportunity

2.0 Administration and Governance

3.0 Employment and Job Classification

4.0 Pay, Time and Work Standards

5.0 Conduct, Ethics, and Workplace Expectations

6.0 Equal Employment, Respectful Workplace, and Complaint Process

7.0 Substance Abuse and Testing

8.0 Technology, Equipment, and SCRTD Property

9.0 Leave

10.0 Professional Development

11.0 Benefits and Records

12.0 Corrective Actions, Appeals, and Separation

BOARD CONSIDERATION

The Board is requested to approve the revised SCRTD Employee Handbook, including the substantive policy changes and the organizational, terminology, navigation, and formatting revisions summarized above. Prior to final publication, the PTO cash-out language should reflect the intended 40-hour maximum.