



Staff Report

TO: Board of Harbor Commissioners

FROM: Rachelle Modena, Assistant Director of Administrative Services

THRU: James Pruet, General Manager

DATE: January 15, 2025

SUBJECT: Approve Revised Draft Policy 6.1.10 Employee In-Processing Orientation

Requested Action/Issue:

Review revised draft Policy 6.1.10 Employee In-Processing Orientation

Recommendation/Motion:

Motion: Approve San Mateo County Harbor District Policy 6.1.10 Employee In-Processing Orientation

Background/Discussion:

Policy 6.1.10 Policy 6.1.10 Employee In-Processing Orientation has not been reviewed since 1997. This revision includes updating staff titles who provide new employee orientation. In addition, Teamsters Uion Local No. 856 has been added as a represented group to the policy as well as Operating Engineers Local Union No. 3.

Staff provided the draft policy to OE3 and Teamsters and have considered their input.

Summary/Recommendation:

Approve revised policy 6.1.10 Employee In-Processing Orientation

Attachments:

- 1) [Draft policy 6.1.10 Employee In-Processing Orientation](#)
- 2) [Redline policy 6.1.10 Employee In-Processing Orientation](#)