

EMPLOYEE POLICY MANUAL



ADOPTED AND APPROVED
BY
HIDDEN VALLEY LAKE COMMUNITY SERVICES
DISTRICT
BOARD OF DIRECTORS

Approved November 16, 2021, by Resolution 2021-08

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“The mission of the Hidden Valley Lake Community Services District is to provide, maintain and protect our community’s water.”

Welcome!

As an employee of Hidden Valley Lake Community Services District, you are an important member of our team. We hope that you will find your position here rewarding, challenging, and productive.

This Employee Policy Manual is intended to provide you with a general understanding of the District's human resources policies, benefits, and rules. It is intended to familiarize you with important information about the District as well as information regarding your own responsibilities. It is important that you read, understand, and follow the provisions of the Manual. Although the Manual describes important policies, practices, and benefits, it is not intended to constitute a legal document which could create any expressed or implied contractual obligations or alters the employee's at-will employment relationship. You will be notified in writing of any amendments and additions to these policies and procedures. Keep this manual, additions, and revisions on file for your reference.

This Manual cannot anticipate every situation or answer every question about employment. Additionally, circumstances will require that guidelines, practices, and benefits described in this Manual change. Accordingly, the District reserves the right to modify, supplement, or rescind any provision of this Manual from time to time, as it deems necessary. The Manual does not establish any rights or duties on the part of either the District or the employee.

The District is constantly striving to improve its operations, the services that it provides its customers and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of your supervisor, or the General Manager. Additionally, if you have any questions, you should contact your supervisor. By working together, the District believes that it will share with its employees a sincere pride in the workplace and the services that they are here to provide.

For employees who are commencing employment with Hidden Valley Lake Community Services District, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

I extend my personal best wishes for success and happiness here at the District. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Dennis White, General Manager



Employee Acknowledgment Receipt of Employee Policy Manual

I hereby acknowledge that it is my responsibility to become familiar with the contents of the Hidden Valley Lake Community Services District (District) Employee Policy Manual. My signature below indicates that I have read the Manual and understand that I am expected to abide by the standards, policies and procedures defined or referenced in this document. I also understand that I am also to become familiar with and abide by the additional regulations, policies and laws found in the District Board policies. The Employee Policy Manual can be found on the District's website at www.hvllcsd.org. The information contained in this Manual is subject to change. As the District provides updated policy information on an annual basis, I accept responsibility for reading and understand the expectation that I abide by the changes.

I understand that this Manual does not constitute an employment contract. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation regarding this Manual, any Board policies or regarding any aspect of my employment.

I understand that this Employee Policy Manual replaces any and all prior verbal and written communications regarding the Hidden Valley Lake Community Services District's working conditions, policies, procedures, and benefits.

To be signed and returned to District HR Administrator

Printed Name

Signature

Date

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POLICY 3000 GENERAL PROVISIONS

3000.1 Authority

The subsequent rules, policies, and procedures enclosed in this Employee Policy Manual (Manual) are promulgated under the authority of the Hidden Valley Lake Community Services District (District). The enclosed supersedes all previous versions of the Manual and/or other District employee policies.

3000.2 Purpose and Application

This Manual contains current employee policies and pertains to all personnel.

Failure to comply with the Policies within this Manual will subject the employee to discipline, up to and including termination.

3000.3 Equal Employment Opportunity (EEO) Statement

The District extends EEO to all persons and does not unlawfully discriminate against anyone, with respect to all aspects of the employment relationship, including but not limited to recruitment, hiring, evaluation, training, promotion, transfer, discipline, layoff, recall, and termination.

POLICY 3001 DRESS CODE AND PERSONNEL STANDARDS

3001.1 Policy

The District's professional image is crucial and maintained, in part, by how employees present themselves to customers, residents, visitors, vendors, and others during operations. When choosing appropriate work attire, employees should consider tastefulness, anticipated public contact, the nature of the activity, and working conditions.

3001.2 Uniforms

Certain employees are subject to wearing the District's uniform. Employees will wear the uniform only during their work hours, when traveling to and from work, or while representing the District. Employees will report to work on time in uniform and will not wear their uniform while off-duty. Occasionally, field or facility work may require alternative uniforms or equipment.

Field staff are provided uniforms with the District logo. Uniforms include pants, shirts, and steel-toed boots and are provided annually (subsequent to July 1). Field staff are provided jackets, raingear, and rubber boots as needed. The maximum annual boot allowance is \$300 per year and includes purchase, repair, and resoling. The maximum annual pant allowance – up to five pairs – is \$200 per year. When alternative uniforms are required, personal outerwear, hats, or jackets (including with logos or names on them other than the District logo) are prohibited.

3001.3 District Issued Photo Identification Card

Personnel shall be issued an employee identification card verifying their affiliation with the District. All staff will have their District issued photo identification card on their person during working hours.

3001.4 Grooming and Attire

Employees will use good judgment and taste in matters of personal grooming and dress. Attire will support the dignity and image of a professional office and organization. Employees will be neat and clean in appearance, dressed in professional attire, and will conduct themselves in a professional manner.

Visible tattoos cannot be obscene, sexually explicit, or otherwise violate any District policy, including but not limited to, Policy 3014. All non-conforming tattoos must be covered (e.g., with clothing or a bandage) while at work.

Body piercings are permitted if they are reasonably sized, and professional-looking. Non-conforming piercings shall be removed, covered with a bandage, or re-placed with a clear, plastic spacer while the employee is working.

In all cases, supervisors will assist staff in determining what is considered appropriate attire for the work environment. All clothing will be clean and without rips or holes. The following is offered as a general guideline:

Business Casual Attire (Monday through Friday): No t-shirts, exposed midriffs, low cut tops, spaghetti straps, tube-tops, halter tops, sweats, shorts, flip flops, or other informal or inappropriate attire.

Business Attire (Board & Special Meetings): Generally, includes dresses/skirts, dress shirt and tie, and dress slacks.

3001.5 Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work.

3001.6 Special Provisions

Employees who believe they need an accommodation with respect to this policy should contact the HR Administrator.

POLICY 3002 RECRUITMENT AND HIRING

3002.1 Policy

All District position vacancies are to be filled with qualified and competent persons who are well suited to perform in the specific position for which they are employed.

Appointments shall be made with the objective of obtaining the best qualified person(s) available as recommended by the supervisor and approved by the General Manager, or designee, following proper recruitment and selection actions. All appointments shall be required to successfully complete a six-month probationary period.

3002.2 Administration

The following subsections define the administration of the recruitment and hiring process as directed by the General Manager or designee:

3002.2.1 Recruitment

Selection procedures are designed to ensure the recruitment of the best qualified applicants. Factors such as job-related education, experience, skills, and knowledge will be considered.

3002.2.2 Announcements

Approved external postings shall be published on the District website, public bulletin boards, professional recruiting websites, and/or media outlets. The announcements shall include the job description.

3002.2.3 Selection and Appointment

This process applies to all staff positions except the General Manager who shall be hired by the Board of Directors.

3002.2.3.1 New Hires

The General Manager, or designee, shall formally announce and post job openings to solicit external candidates for job vacancies. Candidates, both internal and external, who wish to be considered will submit a written application to that effect to the HR Administrator. All applicants must meet the minimum qualifications of the position description. Where positions are posted, all interested candidates who meet the minimum qualifications are encouraged to apply. The General Manager, or designee, may consider the candidate's applicable skills, knowledge and education, experience, and other factors deemed relevant for the position. The General Manager, along with the HR Administrator and hiring supervisor, shall review each application prior to final determination.

3002.2.3.2 Promotions/Transfer Internal Recruitment

Alternatively, the General Manager may reject the formal recruitment process and reject to post or publicly announce a vacancy. Qualified internal candidates may be considered instead, and an existing employee may be promoted or transferred to the position.

In the internal selection process, the General Manager or designee may consider the employee's applicable skills, knowledge and education, experience, work performance and

conduct record, time in current position, length of service, and other factors deemed relevant. All internal candidates will be considered and the most qualified, will be selected. The General Manager shall approve all promotions/internal selections.

If the position is filled by a current regular employee, that employee shall undergo a six-month probationary period in that position with continued existing benefits. Within six-months of the transfer/promotion, the employee may elect to return to their previous position with advance written notice to and approval by the General Manager, so long as the original position has not been filled. Probation may be extended by the General Manager or designee up to 18-months, typically in six-month increments.

3002.2.3.3 Rehires/Reinstatements

Former District employees may be eligible for consideration for re-employment. Consideration will depend on prior work experience, the former employee's work record, circumstances involving prior separation from the District, and other relevant factors. Former employees are generally subject to the same pre-employment selection processes as potential new hires. The General Manager, along with the HR Administrator and the hiring supervisor, shall review each application prior to final determination.

3002.3 Pre-Employment Screening – Physical Exam and Background Check

Employment offers are contingent upon successful completion of a pre-employment physical exam and drug screening (by the District-approved medical facility at District expense), and a background check including Department of Motor Vehicles history. The District complies with all requirements necessitated by background checks, including notice of rights and authorization by the candidate.

3002.4 Rejection of Probationer

During the probationary period, an employee may be dismissed from employment at any time by the supervisor, with the concurrence of the General Manager, without cause or reason, with or without advance notice, and without the right of appeal. Notification of termination during probation shall be in writing and shall be served on the probationer.

POLICY 3002.5 OUTSIDE EMPLOYMENT

3002.5.1 Policy

Employees will not engage in outside employment determined to adversely affect the District, or otherwise conflict with the employee's duties or service, as determined by the General Manager. Employees are prohibited from performing any services for customers of the District that are normally performed by the District. Employees may not solicit or conduct any outside work during work time for the District.

3002.5.2 Administration

This policy is applied consistently and without discrimination to all staff and complies with all applicable employment and labor laws and regulations.

3002.5.2.1 Notification

Personnel must provide written advance notice to the General Manager of any acceptance of outside employment, or at the time of hire.

3002.5.2.2 Determination

The General Manager will determine if the outside employment conflicts with District employment. The General Manager will provide a final determination, in writing, and will include a justifying explanation.

Examples of outside employment that may adversely affect the District, or otherwise conflict with the employee's duties or service, include, but are not limited to:

1. Work requiring the use of District vehicles, equipment, or resources.
2. Work for any person or entity performing work in conflict with the District.
3. Work that is incompatible with an assigned District work schedule.

POLICY 3002.6 ANTI-NEPOTISM

3002.6.1 Policy

The most qualified candidates will be selected for employment positions. There will be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as:

No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

3002.6.2 Definition

Close relative, for the purpose of this policy, is defined as spouse or significant other, domestic partner, child, grandchild, mother, father, grandparents, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, cousin, foster child, ward of the court or any step-relations.

3002.6.3 Administration

If an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of the review will be to assure equity to all department personnel.

If an individual is considered for appointment in a department where a close relative has supervisory responsibility, the appointment will not be granted.

POLICY 3003 POSITIONS AND EMPLOYEE STATUS

3003.1 Policy

The District is dedicated to maintaining a workforce that upholds its vision and mission statement. The District maintains job descriptions for each position/classification and contains a general summary of the duties, minimum and desired qualifications and background, essential functions, and physical/environmental factors associated with the performance of the job. The responsibilities of both the employee and the District are listed below.

3003.2 Job Responsibilities

Employees may expect that:

- They will be fully informed of their duties and responsibilities.
- They will be provided with adequate administrative and supervisory direction.
- Their work performance will be regularly appraised, and they will be encouraged and helped to improve their level of performance.
- Their eligibility for promotion will be dependent on demonstrated ability, merit, and availability of promotional positions.

The District expects that its staff will:

- Perform their job duties and responsibilities in a timely and satisfactory manner.
- Be courteous and professional.
- Provide dependable and effective performance.
- Effectively contribute to the District's mission and purpose.
- Respect proper protocol and the normal chain of command.
- Maintain regular and predictable attendance.
- Comply with all policies in this Manual.

3003.3 Oath of Office and Disaster Service Worker

As a condition of employment, all public employees, except those exempted by law, are required to take an oath or affirmation to uphold the Constitution of the State and the United States of America against all enemies foreign and domestic in accordance with California Constitution Article 20, Section 3. Public employees may be declared to be disaster service workers. Employees who refuse to take the oath or affirmation, cannot be employed by the District, and will be terminated from employment.

3003.4 Employee Identification Card

The HR Administrator will issue all personnel an employee identification card which will include a photograph of the employee, employee number and job title. This card will identify the employee as a Disaster Service Worker. The purpose of this card is to identify District employees as authorized individuals allowing them access to restricted areas following natural disasters or other emergency situations.

3003.5 Job Descriptions and Organization Chart

The District organization chart and position descriptions with salary ranges are available on the District website: www.hvlcsd.org.

3003.6 Definitions

Job positions/classifications and performance expectations are defined below:

3003.6.1 Probationary Period

All appointments shall be subject to a probationary period of six-months. The employee's performance will be evaluated by the supervisor as needed and appropriate during the probationary period. The purpose of the probationary period is to determine if the employment relationship suits both the District and employee. Should the performance evaluation at the conclusion of the probationary period reflect satisfactory completion of the probationary period, new-hire, and promotional employee will qualify for "regular" status.

Probationary employment may be extended for a maximum of an additional 12-months for a total of an 18-month probationary period upon recommendation by the supervisor and with the approval of the General Manager.

3003.6.2 Employee Status

3003.6.2.1 Regular Full-Time Position

An employee hired to fill a regular position in any job classification. They are regularly scheduled to work at least 40-hours-per-week, are not temporary employees, and have successfully completed the probationary period. They are eligible for sick leave pay, holiday pay, and vacation pay – accrual beginning on their date of hire. Regular Full-Time Employees receive District insurance coverage and are enrolled in CalPERS, and otherwise as required by law.

3003.6.2.2 Regular Part-Time Position

An employee hired to work fewer than 32-hours per week but at least 1,000 hours per year. This status is achieved upon successful completion of a six-month probationary period. They are eligible for sick leave pay, holiday pay, vacation pay – accrual beginning on their date of hire. They will also be enrolled in CalPERS Retirement benefits per the District's CalPERS contract provisions, and as otherwise required by law. Regular Part-Time Employees do not receive District Insurance coverage.

3003.6.2.3 Temporary Position

An employee hired to work within any job classification, but whose position is not regular in nature, who shall not work more than 1,000 hours per year.

Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave exceeds 180-days.

A temporary employee will not be eligible for holiday pay, vacation pay, insurance coverage, or items of a similar nature, nor will they accrue seniority or leave of absence rights. They may take time off without pay with the approval of their supervisor, or the

General Manager, and shall be permitted to take time off, without pay, for District-recognized holidays.

If a temporary employee is reclassified to probationary or regular status, they will be credited with previous hours to determine eligibility for such benefits that may accrue to them in their new status.

3003.6.2.4 Exempt Position

Personnel in exempt positions are exempt from overtime provisions of federal and state wage and hour laws. They are expected to work when needed to satisfy operational needs.

3003.6.2.5 Non-Exempt Position

Personnel in non-exempt positions are subject to overtime provisions of federal and state wage and hour laws.

POLICY 3004 COMPENSATION

3004.1 Policy

The District shall maintain and administer a compensation plan that is affordable, supports the mission statement, attracts, and retains skilled, capable staff, and affirms their value to the organization.

3004.2 Administration

3004.2.1 Compensation Plan

Each job description shall include a minimum and maximum salary/hourly rate, and such intermediate rates as necessary, as well as supplemental, retirement, insurance, and related fringe benefit provisions.

The Compensation Plan shall be tied to the Consumer Price Index (CPI) for the Bay Area. Employees will receive a salary range adjustment equal to the February to February CPI change, effective each following July 1. The Board of Directors will have the authority to freeze CPI salary adjustments at any time.

The Compensation Plan allows for merit increases within a salary range. These increases are based on overall satisfactory performance as reflected in their six-month and annual performance evaluation. Merit increases, if any, are effective at the beginning of the pay period following the employee's performance evaluation date. If granted, merit increases may be applied retroactively in the event a performance evaluation is not completed timely. All approved merit increases shall be documented on a Personnel Action Form.

3004.2.2 Compensation at Hiring

3004.2.2.1 Rates of Pay

Upon hire, employees are assigned a rate of pay within the salary range for the class in which they are employed, as determined by the General Manager.

3004.2.2.2 Entrance Salary

Upon hire, employees are typically appointed at the minimum rate for the class, except when the General Manager approves an appointment or reinstatement above the minimum rate.

3004.2.2.3 Movement to a Higher Classification

Following promotion or reassignment to a position with a higher salary range, employees, shall be paid at the entrance step of the new assigned range. The anniversary date of employee's promoted or reassigned will be changed to coincide with the effective date of promotion.

POLICY 3004.3 HOURS WORKED AND OVERTIME

3004.3.1 Policy

The necessity for overtime work by non-exempt employees will be avoided when possible. Overtime shall be held to a minimum consistent with operational needs and shall only be used during emergencies or otherwise in the District's best interest.

3004.3.2 Definitions

3004.3.2.1 Hours Worked

The standard work week consists of five consecutive workdays, Monday through Friday, of eight-hours each. The exact times and dates shall be determined by the General Manager, or designee.

3004.3.2.2 Overtime

Overtime is considered time worked in excess of 40-hours in a single work week. Non-exempt employees shall be paid overtime at one-and-one-half times the employee's regular rate of pay. Holidays, administrative leave, vacation, authorized flextime, paid sick time, and any other paid or unpaid time off does not count toward an employee's overtime calculation (see Policy 3004.7).

3004.3.3 Administration

3004.3.3.1 Authorization

Overtime work must be authorized in advance by the employee's supervisor, and/or the General Manager or designee. Employees working overtime without prior approval may be subject to disciplinary action.

3004.3.3.2 Work Schedule

A work schedule is maintained by the supervisor and approved by the General Manager. Certain employees may be subject to a modified work schedule depending on employment status (see Policy 3003) or on-call responsibility (see Policy 3004.7) as determined by the supervisor, General Manager, or designee.

POLICY 3004.4 ALTERNATE WORK SCHEDULE

3004.4.1 Policy

The District will allow employees and supervisors/managers to mutually agree upon a work schedule that varies from the standard eight hours per day, ten days per pay period on a case-by-case basis. An alternate work schedule (AWS) is expected to maintain operational efficiency, productivity, and effective service to the public and state departments, while also affording the employee the flexibility to enhance individual work/life balance.

3004.4.2 Definitions

3004.4.2.1 Alternate Work Schedule (AWS)

The AWS consists of a combination schedule of 5/8/40 and 4/10/40 workweeks within a two-week pay period; the AWS Agreement Form lays out the schedule.

The AWS Agreement is the form in which the employee and supervisor/manager acknowledge and agree to the specific AWS schedule.

3004.4.2.3 Regular Day Off (RDO)

RDO is the regularly scheduled day off in the AWS.

3004.4.3 Administration

Department supervisors and the General Manager will evaluate an employee's AWS request in relation to operational needs and individual performance. The AWS will not be constructed as a method for the District to avoid overtime pay, nor shall it be constructed to result in regularly scheduled overtime.

In the event of multiple AWS' in a department, supervisors will be responsible for the monitoring and management of AWS'.

A signed AWS Agreement Form will be required by the employee and approved by the supervisor/manager prior to implementing the AWS.

Nonexempt employees under an AWS are eligible for overtime after working 40 hours in a workweek (see Policy 3004.3).



ALTERNATIVE WORK SCHEDULE AGREEMENT FORM

Employee Name: _____ Date: _____

Department: _____ Effective Dates: _____

Alternate Work Schedule (check one)	
<input type="checkbox"/> Combination Work Schedule Group A 5/8/40 Work Schedule <ul style="list-style-type: none"> • Work schedule for eight-hour days: Monday – Friday 8:00 A.M. – 5:00 P.M. 4/10/40 Work Schedule <ul style="list-style-type: none"> • RDO: <u>Friday</u> • Date of first RDO: _____ • Work schedule for 10-hour days: Monday – Thursday 7:00 A.M. – 5:30 P.M. 	<input type="checkbox"/> Combination Work Schedule Group B 4/10/40 Work Schedule <ul style="list-style-type: none"> • RDO: <u>Friday</u> • Date of first RDO: _____ • Work schedule for 10-hour days: Monday – Thursday 7:00 A.M. – 5:30 P.M. 5/8/40 Work Schedule <ul style="list-style-type: none"> • Work schedule for eight-hour days: Monday – Friday 8:00 A.M. – 5:00 P.M.
<input type="checkbox"/> Regular Work Schedule (refuse the AWS) 5/8/40 Work Schedule: Monday – Friday 8:00 A.M. – 5:00 P.M.	

Each pay period is 80 hours. Your work schedule begins on Friday and ends on the 10th workday (Thursday). The AWS work schedule maintains a 40-hour workweek while providing employees every other Friday off.

In accordance with 29 CFR 778.105, this opportunity is not designed to evade the overtime requirements of the Fair Labor Standards Act (FLSA). Additional hours that might involve overtime must be approved in advance by the supervisor/manager.

Designated start and end times may not be altered. This requirement is for purposes of establishing your 40-hour workweek and computing any overtime compensation due under the provisions of the FLSA.

By signing below, you agree to maintain your selected AWS as set forth in this agreement. Periodic changes are not permitted without supervisor/manager approval.

This agreement will remain in effect indefinitely unless modifications or termination is agreed upon by both the District and the employee. Should there be agreed upon changes to this agreement, a minimum of four-weeks written notice will be provided. Failure to comply with the procedures outlined in the AWS Policy will be cause for cancellation and you will return to a normal Monday – Friday 5/8 work schedule.

I have read and understand the above terms and conditions of the AWS Agreement. I also acknowledge receipt of and agree to abide by the District’s AWS Policy and understand a copy of this agreement will be placed in my official personnel file for audit purposes.

Employee Signature

Supervisor Signature

HR Administrator Signature

General Manager Signature

POLICY 3004.5 REST AND MEAL PERIODS

3004.5.1 Policy

The District provides staff with meal and rest breaks, in accordance with state law. Generally, employees are permitted to take one paid 10-minute rest break in approximately the middle of each four-hour period they work, and one unpaid lunch period of between 30-minutes to one-hour in approximately the middle of an eight-hour shift.

3004.5.2 Administration

Staff are expected to log their unpaid meal break and paid rest breaks on their timesheets.

POLICY 3004.6 PAYROLL

3004.6.1 Policy

All employees are compensated for their time worked and will comply with District guidelines in respect to time and attendance.

Relating records and supporting documents will be maintained and the District will compensate employees in an accurate and timely manner. Supervisors will be familiar with relating guidelines and as well as the basic provisions of the Fair Labor Standards Act (FLSA) covering time reporting and record keeping.

3004.6.2 Definitions

3004.6.2.1 Pay Periods

There are 26 pay periods per year. Each pay period begins on a Friday and ends on a Thursday; paychecks (direct deposit and paper) are issued the following Friday. Upon hire, employees will receive a schedule of paydays for the calendar year.

Electronic timecards are the official timekeeping documents for each employee and are subject to audit.

3004.6.3 Administration

3004.6.3.1 Timecards and Adjustments

Employees will complete their timecard in a timely manner and will use codes as applicable. Upon the completion of the pay period, each employee will submit the timecard to their direct supervisor for review.

3004.6.3.2 Direct Deposit

Employees may choose to sign up for direct deposit by submitting a voided check and direct deposit enrollment form at time of hire to the HR Administrator. Should the employee choose to enroll at a later time, documentation must be submitted to the Accounting Supervisor.

For employees electing direct deposit, paychecks will be electronically paid to the employee's bank account through direct deposit commencing on the first payroll after enrollment.

3004.6.3.3 Deductions

Mandatory payroll deductions are made in accordance with applicable laws. Voluntary deductions are available to the employee on a pre-tax or after-tax basis, according to the program.

3004.6.3.4 Discrepancies

Discrepancies or errors noticed on a timecard must be brought to the attention of the supervisor/manager immediately for correction. The General Manager will review each request for approval.

3004.6.3.5 Final Paycheck

Upon employment termination, employees will receive their final paycheck on a date according to applicable law. The paycheck will include unused accrued vacation time.

POLICY 3004.7 ON-CALL

3004.7.1 Policy

This policy pertains to all non-exempt employees required to be on-call and who work outside of regular work hours.

3004.7.2 Definitions

3004.7.2.1 On-Call Duty

“On-call” personnel are non-exempt employees that are required to standby or respond to emergency or other operational needs occurring after regular work hours. They are assigned by the supervisor or General Manager.

3004.7.2.2 On-Call Pay

Assigned personnel are compensated \$400 per on-call week. When called into work during this time, they will also receive compensation for any hours worked at their normal rate, including overtime, if applicable.

3004.7.2.3 Holiday Pay

On-call personnel that work on a District-observed holiday will receive, in addition to their eight-hours of holiday pay, an additional special holiday pay rate of one-and-one-half times their regular hourly rate for each hour worked. Special holiday pay is a separate entitlement from overtime compensation (see Policy 3004.8).

3004.7.3 Administration

3004.7.3.1 Scheduling

3004.7.3.1.1 Employees in specified classifications are assigned on-call duty on a rotating basis.

3004.7.3.1.2 On-call personnel may trade scheduled standby time with other employees with prior approval from their supervisor or the General Manager.

3004.7.3.2 Responsibilities

3004.7.3.2.1 On-call personnel will carry a District-provided cellular phone for District communication purposes during the entire standby period.

3004.7.3.2.2 On-call personnel will immediately answer the District provided cellular phone and respond (to work) if necessary.

3004.7.3.2.3 If on-call personnel are required to respond to an incident, they will notify their supervisor upon their arrival at the designated location.

3004.7.3.2.4 On-call personnel must not be under the influence of any substance that impairs their ability to work during their on-call period. On-call personnel must not report to work, or perform work, under the influence. If the employee is taking prescription medication(s) that may impair their ability

to work, they must provide a conforming doctor's note in advance to their supervisor. If the medication may impair the employee's ability to work, per the doctor, that employee must not work and must not be on-call. These circumstances require an interactive process and consideration of reasonable accommodation.

3004.7.3.2.5 On-call personnel will remain no more than a distance of 30-minutes' travel time to the District work location.

3004.7.4 Compensation

If an employee is not on-call, but is called back to work, they will receive a minimum of two-hours of compensation, regardless of whether they worked fewer than two-hours. The employee shall also receive compensation for every hour worked beyond the initial two-hours.

POLICY 3004.8 HOLIDAYS

3004.8.1 Policy

All regular full-time employees are eligible to receive eight-hours of pay for each District-observed holiday. Regular part-time employees receive pro-rated holiday pay based on their regularly scheduled workweek.

The following days are recognized and observed by the District as paid holidays:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day (and the day after Thanksgiving; Thursday and Friday)
- Christmas Eve (if on a Monday through Thursday)
- Christmas Day
- 2 Floating holidays

3004.8.2 Administration

When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

When an eligible employee is taking an authorized leave, with pay, when a holiday occurs, they will be provided the paid holiday. That is, the paid day off will be charged to the paid holiday, and not against the employee's personal accrued vacation.

3004.8.2.1 Special Holiday Pay

Non-exempt personnel required to work on any District-observed holiday, other than a floating holiday(s), will, in addition to receiving regular holiday pay, be compensated at the rate of one-and-one-half time the employee's regular rate of pay. Special holiday pay is a separate entitlement from overtime compensation.

3004.8.2.2 Floating Holidays ("Floaters")

Employees are credited two floating holidays at their date of hire, and on January 1, of each year thereafter. "Floaters" will be approved in advance by the supervisor/manager and must be used in the year they are earned.

POLICY 3004.9 ACCRUAL

3004.9.1 Policy – Vacation Accrued

Regular full-time and Regular part-time employees begin accruing paid vacation at the time of hire. Temporary employees are not eligible and will not accrue vacation.

3004.9.1.1 Administration

Vacation leave taken shall not be in excess of the paid vacation time accrued at the time the vacation is taken.

3004.9.1.1.2 Accrual Rates and Maximums

Regular full-time employees accrue vacation at each of the 26 pay periods per year, according to the following schedule:

Years of Service	Annual Vacation Accrual Hours	Maximum Allowable Vacation Accrual Hours
1 – 4	80	160
5 – 9	120	240
10	128	256
11	136	272
12	144	288
13	152	304
14+	160	320

Regular part-time employees accrue vacation at each of the 26 pay periods per year, according to the following schedule:

Years of Service	Annual Vacation Accrual Hours	Maximum Allowable Vacation Accrual Hours
1 – 4	40	80
5 – 9	60	120
10	64	128
11	68	136
12	72	144
13	76	152
14+	80	160

Employees may accumulate up to two-times their Annual Vacation Accrual Hours at any time (e.g., for an employee in their third year of employment, the maximum possible accrual is 160 hours – the product of 2 and 80).

Employees may ‘cash-out’ their Annual Accrued Vacation Hours, at the discretion of the General Manager, or designee.

3004.9.1.1.3 Documentation

A vacation leave request must be approved prior to the date of leave, preferably with at least a one-week notice. Consideration is given to both the employee's wishes and operational needs.

3004.9.2 Policy – Sick Time Accrued

Employees begin accruing sick time at the time of hire. Qualified sick time includes:

- Diagnosis, care, or treatment of a health condition, or preventive care for, the employee or family member.
- An employee who is a victim of domestic violence, sexual assault, or stalking in accordance with applicable law.

3004.9.2.1 Administration

3004.9.2.1.1 Sick Leave Accumulation

Regular full-time employees accrue sick time at 3.69 hours per pay period. Regular full-time employees accrue sick time while on any paid absence from work but not during any unpaid absence.

Regular part-time employees accrue sick time at 1.845 hours per pay period. Regular part-time employees do not receive payment for unused accumulated paid sick time upon employment termination but may be eligible at the time of retirement (see Policy 3004.19).

3004.9.2.1.2 Documentation

When an employee's absence exceeds three workdays, the General Manager, or designee, may require a doctor's note supporting the need for sick time.

3004.9.2.1.3 Exhaustion of Sick Time

In the event an employee uses all their accrued sick time, the employee is required to use any other accrued time during their absence due to illness as applicable by law.

3004.9.2.1.4 Expectations Regarding Use of Sick Time

Operational needs depend on the regular and dependable attendance of staff; unnecessary and unexcused absences adversely affect operations and the job performance of fellow employees.

Employees will use accrued sick time only for the reasons set forth in this policy. Abuse of sick time is not tolerated and may result in corrective action or other negative consequences.

**POLICY 3004.10 FAMILY AND MEDICAL LEAVE UNDER THE CALIFORNIA
FAMILY RIGHTS ACT**

3004.10.1 Policy

As an employer of between 5 – 49 people, the District recognizes and adopts the California Family Rights Act (CFRA) Leaves of Absence. CFRA provides eligible employees the opportunity to take unpaid, job-protected leave, for certain specified reasons. Leave maximum is 12-weeks within a 12-month period, except as otherwise required by law.

3004.10.2 Definitions

3004.10.2.1 Serious Health Condition

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing-treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider, or one visit to a health care provider and a continuing regimen of care; an incapacity caused by a chronic condition or permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of “continuing treatment.”

3004.10.3 Administration

3004.10.3.1 Eligibility

To be eligible for CFRA leave under this policy, employees must:

1. Have worked at least 12-months for the employer in the preceding year, and
2. Have provided least 1,250 hours of service to the employer in the 12-months preceding the date the leave would commence.

3004.10.3.2 CFRA-Qualifying Reasons

- To care for or bond with a newborn child, or with a child placed with the employee for adoption or foster care.
- To care for an immediate family member (employee's spouse, registered domestic partner, child, parent, grandparent, grandchild, or sibling) with a serious health condition.
- Because of the employee's serious health condition that makes the employee temporarily unable to perform their job.
- A “qualifying exigency” arising out of the fact that the employee’s spouse, domestic partner, child, or parent is on, or has been notified of an impending call to, “covered active duty.”

Employees wishing to take CFRA leave for a serious health condition, or child bonding as described in the California Government Code Section 12945.2, are advised to consult with the HR Administrator and General Manager for additional details under this law.

POLICY 3004.11 PREGNANCY DISABILITY LEAVE

3004.11.1 Policy

All employees are provided, regardless of length of service, the right to take a Pregnancy Disability Leave (PDL) during the period that a medical care provider determines the employee is disabled by pregnancy or a related medical condition. PDL is provided for up to a maximum of four-months.

3004.11.2 Administration

Employees requesting foreseeable PDL should ordinarily provide a 30-day notice in advance of the date the leave is to begin as well as the estimated date upon which the employee will return to work.

Employees taking PDL may elect whether to use any accrued paid time off in conjunction with the leave. Health insurance coverage will continue to be provided to the employee on PDL to the same degree such insurance coverage was provided before the leave began.

Upon completion of the leave, the employee is required to provide a written release to work, including any restrictions on the ability to work and the duration of such restrictions, from the health care provider. Upon returning from PDL, employees will be reinstated to their original position before taking leave. The employee may be reinstated to a position that is comparable (same tasks, skills, benefits, and pay) to the job they had before taking PDL.

POLICY 3004.12 LEAVE OF ABSENCE WITHOUT PAY

3004.12.1 Policy

An employee's leave of absence without pay request will be considered for reasons other than those specifically described in this Manual (e.g., CFRA, PDL, workers' compensation, etc.) for a period of up to three-months, generally.

3004.12.2 Definition

3004.12.2.1 Unpaid Leave of Absence

A leave of absence (LOA) is unpaid leave that allows the employee to be off work for an extended period and return to their former position when the leave ends.

3004.13.2 Administration

3004.13.2.1 Request

An Unpaid Leave Request Form will be submitted to the General Manager, or designee, for consideration. The request shall set forth the reason for the request; the District will provide a written response.

If the request is a medical leave, the employee must provide medical certification supporting the need for leave and state the estimated return to work date.

3004.13.2.2 Accrued Time-Off

An employee must first use all accrued vacation, administrative leave, and sick pay (when applicable), and the remaining approved leave of absence will be without pay. During the use of accrued paid time off, the employee will continue to accrue vacation and sick time when applicable. Once the accrued paid time off is exhausted, the remainder of the approved leave is unpaid.

3004.13.2.3 Reinstatement

While the District attempts to reinstate employees returning from an unpaid leave, reinstatement is not guaranteed. An employee returning from a leave that is a reasonable accommodation must be reinstated in accordance with law. If the employee is returning from a medical leave, the employee is required to provide a medical release to work that lists any medical restrictions on the ability to work, and the duration of those restrictions.



UNPAID LEAVE OF ABSENCE REQUEST FORM

Page 1 of 2

Employee Name: _____

Department: _____ Date of Request: _____

LOA is available in accordance with Policy 3004.12. Employees who meet the eligibility criteria for LOA must complete this form at least 30-days prior to the commencement of leave or as soon as practicable in the event of an unforeseeable circumstance.

- LOA's will be approved in advance by the HR administrator and the employee's supervisor.
- If the dates requested in the LOA change, a new LOA form must be submitted for approval.
- Employees returning from a LOA must contact HR at least one week in advance of the projected return date.

Request Information (to be completed by the employee)

Date of Request: _____ Job Title: _____

Employee Status: Exempt Nonexempt Full-time Part-time

Requested Leave Dates (mm/dd/yyyy): _____ to _____.

Pay type to be used: Floating Holiday Vacation Accrued Sick

Reason for LOA: _____

_____.

I have read and understand the information contained in Policy 3004.12.

Employee Signature

Date



UNPAID LEAVE OF ABSENCE REQUEST FORM

Page 2 of 2

Employee Name: _____

Department: _____ Date of Request: _____

To be Completed by the Employee's Supervisor

Leave Request is: Approved Denied

If not approved, provide explanation: _____

Supervisor Signature _____

Date _____

To be Completed by the HR Administrator

Leave Request is: Approved Denied

If not approved, provide explanation: _____

HR Administrator Signature _____

Date _____

Employee's last day worked: _____ Employee's return-to-work date: _____

File the original agreement in the employee's file and provide a copy to the employee and the employee's supervisor.

POLICY 3004.14 BEREAVEMENT LEAVE

3004.14.1 Policy

In the event of a death in the employee's immediate family, a regular employee may request to the General Manager, or designee, up to five working days off, with pay, to attend the funeral.

The General Manager, or designee, have the discretion to approve additional time off on a case-by-case basis.

3004.14.2 Definitions

3004.14.2.1 Immediate Family

Immediate family is a person related by blood, adoption or marriage, or any person residing in the immediate household of the employee at the time of death.

POLICY 3004.15 MILITARY LEAVE

3004.15.1 Policy

Military Leave will be granted in accordance with the provisions of state and federal law. When possible, advanced notice must be provided to the General Manager and the HR Administrator.

POLICY 3004.16 LEAVE FOR CRIME VICTIMS AND FAMILY MEMBERS

3004.16.1 Policy

An employee who is a victim of a crime, or whose immediate family member (spouse, registered domestic partner, child, stepchild, sibling, stepsibling, parent, stepparent, or otherwise as provided by law) is a crime victim, will be permitted to be absent from work to attend judicial proceedings related to that crime.

3004.16.2 Definitions

3004.16.2.1 Victim of a Crime

A person against whom one of the following crimes has been committed:

- A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code.
- A serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code.
- A felony provision of law proscribing theft or embezzlement.

3004.16.3 Administration

3004.16.3.1 Time Off

Prior to being absent from work, the employee must provide a copy of the official notice provided to the victim of each scheduled proceeding and must complete a written request for time off.

An employee who is absent from work in connection with this Policy may elect to use any accrued or unpaid time off.

The District shall keep confidential any request for, or records regarding, an employee's absence from work pursuant to this Policy.

POLICY 3004.17 JURY DUTY

3004.17.1 Policy

Regular employees are provided paid time off to serve on a jury for the duration of the trial. Temporary employees are provided an unpaid leave of absence to serve on a jury for the duration of the trial.

3004.17.2 Administration

An employee summoned for jury duty will immediately notify their supervisor or the General Manager. Employees will provide daily attendance slips from the jury clerk to the HR Administrator.

POLICY 3004.18 TUITION REIMBURSEMENT

3004.18.1 Policy

Tuition reimbursement to attend educational courses at fully accredited educational institutions is available contingent on budget allocations, and upon written request. Regular full-time employees, who have completed their initial employment probationary period, and are in good standing within their department, are eligible under this policy.

3004.18.2 Administration

3004.18.2.1 Application

Applications will be submitted to, and approved by, the supervisor and the General Manager, or designee, prior to commencing coursework.

3004.18.2.2 Reimbursement

To receive reimbursement, the employee must submit a grade report at the end of the course, along with a tuition and fee statement, to the HR Administrator showing course completion with a minimum of a C grade, or passing grade, in non-graded courses.

If an employee resigns or is discharged prior to completion of coursework, the application for tuition reimbursement will be voided, and reimbursement will not be provided.

3004.18.2.3 Work Hours

Preparing for exams and coursework during work hours for courses (that are mutually beneficial to the District and the employee) is permitted at the supervisor, General Manager, or designee's discretion.

POLICY 3004.19 HEALTH AND WELFARE BENEFITS

3004.19.1 Policy

3004.19.2 Health Insurance

The District provides medical, dental, and vision insurance to regular full-time and probationary employees in all job classifications, as well as for their eligible dependents.

Medical insurance becomes effective the first day of the calendar month following enrollment. Vision and dental insurance become effective 60-days following enrollment.

3004.19.3 Medical Insurance for Retirees

The District provides medical insurance for retirees that have been employed for a minimum of five-years and have retired no earlier than 55-years of age. The District's contribution for each retiree and dependents shall be 50% of the medical benefit premium per month.

3004.19.4 Workers' Compensation Insurance

All employees are insured against injuries received while on the job as required by state law.

3004.19.5 Pension Plan

All regular Full-time, Part-time (working 20 or more hours per week) and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plan (Plan) at the time of hire. This pension plan is a cost-sharing, multiple employer's, defined benefit plan administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan are established by state statute and District resolution. The terms of the retirement plans provided to District employees is subject to periodic review and revision by the Board of Directors.

Effective January 1, 2013, the District added a retirement tier to the Plan for new employees as required under the Public Employee Pension Reform Act (PEPRA). Employees hired on or after January 1, 2013, will be enrolled in the PEPRA Plan.

Benefit	Benefit Formula
Classic	2.5% @ 55
PEPRA	2.0% @ 62

	Classic Members	PEPRA Members
Minimum age for service retirement (there is no mandatory retirement age)	Age 50 + 5 years of service	Age 52 + 5 years of service
Monthly retirement allowance (determined by age at retirement, years of service credit, and final compensation)	2.5% of final compensation for each year of credited service upon retirement at age 55	2.0% of final compensation for each year of credited service upon retirement at age 62
Final Compensation	12 or 36 consecutive month period	36 consecutive month period

3004.19.6 Deferred Compensation/457(b) Plan

The District participates in a Deferred Compensation/457(b) Plan offered by Nationwide Retirement Services. This plan allows employees to supplement their retirement plan through pre-tax payroll contributions. The District does not make any contribution to the Deferred Compensation/457(b) Plan.

POLICY 3004.20 WORKERS' COMPENSATION AND RELATED LEAVE

3004.20.1 Policy

Employees are covered by the workers' compensation laws as required by the state. The District is a member of the Special District Risk Management Authority (SDRMA) which establishes procedures regarding employee notification of worker's compensation benefits.

3004.20.2 Administration

3004.20.2.1 Eligibility

If an employee is injured at work and is temporarily unable to work, the employee will be permitted to take an unpaid leave of absence and apply for workers' compensation benefits. Certification from a health care provider confirming the necessity of the leave must be provided to the District within 15-days of the request for medical documentation. The duration of the leave will be determined on a case-by-case basis, considering both accommodation of the injured employee's medical condition and operational needs.

3004.20.2.2 Compensation

During a workers' compensation leave, the employee may elect to use accrued paid time off benefits to coordinate the difference between their regular compensation and the amount received as Workers' Compensation benefits, if any.

Workers' compensation leave runs concurrently with any family and medical leave if the employee is eligible for both types of leave. During the concurrent period of CFRA leave, the District will continue to provide medical insurance coverage for the employee as if they were actively working. The employee must reimburse the District for any portion of benefits they would have paid through payroll deduction, within 30-days of the date of the invoice or written notification. If the reimbursement is not received within 30-days, the District can cancel any policies and/or plans for which they have not been reimbursed.

3004.20.2.3 Return to Work

The employee may return to work only after the health care provider certifies that the employee is capable of doing so, with or without medical restrictions.

The District will be required to engage in the interactive process, and accommodate, as required by law. If the employee has been released without limitation, the employee will be reinstated to the extent required by law.

POLICY 3005 PERSONNEL FILES REPORTS AND RECORDS

3005.1 Policy

3005.2 Official Records

The HR Administrator shall retain and maintain all official personnel records. Records include, but are not limited to:

- Personnel files
- Records of employment history of each employee
- Classification plan
- Performance evaluation records
- Compensation plan

3005.3 Administration

3005.3.1 Change of Status Report

Appointments, transfers, promotions, change of salary rates, and other temporary or permanent changes in status of employees must be documented and filed as appropriate.

The General Manager, or designee, must approve all personnel transactions.

3005.3.2 Access to Personnel Files

Confidential information in personnel files will not be revealed to outside sources except as required by law, or with the written consent of the employee. The HR administrator may reveal the following information regarding an employee or former employee, in response to outside inquiries.

- Employee's name
- Classification title and department
- Employment Status
- Salary Range
- Hire date and termination date if any

The employee may inspect their personnel file at any time during normal work hours and otherwise to the extent required by law. Upon written request to the HR Administrator, the employee shall have the right to inspect or copy their personnel file within 21-calendar days of said request. If the District provides copies of the personnel file, the actual cost of reproduction may be charged.

Employee's reserve the right to authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. The HR Administrator and the receiving party will sign upon the release of records.

3005.3.3 Notifying the District of Changes in Personal Information

Employees are responsible for promptly notifying the HR Administrator of any changes in relevant personal information including, but not limited to:

- Mailing address
- Telephone number
- Change of emergency contact information
- Names, phone numbers, status of spouse, registered domestic partner, and/or dependents
- Marital or registered domestic partner status
- Change of military status
- Payroll deductions
- Benefit Plan beneficiary
- Licensure
- Certifications
- Relevant training

POLICY 3006 VERIFICATION OF EMPLOYMENT

3006.1 Policy

3006.2 Reference Checks

All requests from outside the District for reference checks or verification of employment concerning any current or former employee must be referred to the HR Administrator. Only the following limited information will be provided in response to such outside request: dates of employment, job title, and salary upon departure. Additional information may be released only if the employee signs an Authorization for Release of Employment Information. Supervisors shall not provide information in response to requests for reference checks or verification of employment, unless specifically approved in advance by the General Manager on a case-by-case basis.

POLICY 3007 TRAINING

3007.1 Policy

The District encourages and promotes training and educational opportunities for all employees so they may provide better and more effective services to the District.

3007.2 Definition/Administration

The training type definitions and administration of this policy are described below

3007.2.1 New-Hire Orientation

The HR Administrator and supervisor shall provide the new employee with a New-Hire Orientation within a reasonable amount of time following hire. The orientation will familiarize the employee with their work-related obligations and rights and inform them of their general duties and operations in their new position.

3007.2.2 Types of Training

The following training categories are recognized.

3007.2.2.1 In-Service Training

Any formal employee training or development program sponsored by the District, conducted during an employee's regular work hours. Such programs are designed and conducted to meet employee job related needs.

3007.2.2.2 External Training

Any formal employee training or development program sponsored and conducted by any agency or organization other than the District. Program participation is contingent on meeting operational needs, continuing employee training, and/or developing the employee's skills.

Conferences and seminars conducted primarily for training and educational development purposes are constitute as external training. The District may or may not require external training, depending on its relevance to an employee's job description and District expectations.

3007.3 Payment of Training Expenses

3007.3.1 Supervisory Approval

No external training may be authorized, or related training expenses paid for, without the prior advanced and written approval of an employee's supervisor.

3007.4 External Training

3007.4.1 Required

When assigned to mandatory external training, the employee will receive their regular salary and any applicable overtime, is reimbursed for tuition, along with reasonable travel, meals, and lodging, in accordance with Policy 3008. With advanced notice, an employee may receive a "cash-advance" for said expenses at the discretion of the Accounting Supervisor, General Manager, or designee.

3007.4.2 Career

When an employee desires to participate in career-oriented out-service training that is voluntary, not directly job-related, and held outside regular working hours, the supervisor may, within budgetary limits and in accordance with District policies, recommend the payment of regular salary and reimbursement of reasonable related expenses. Compensation and/or reimbursement approval must be provided by the General Manager, or designee, prior to the start of training.

3007.4.3 Uncompleted Assignment

An employee who does not satisfactorily complete a voluntary and non-job related out-service training or educational assignment according to standards determined by the General Manager, or designee, may not be eligible for reimbursement of tuition expenses.

POLICY 3008 TRAVEL AND PER DIEM

3008.1 Policy

3008.2 Travel Authorization and Arrangement

When it is necessary for staff to attend meetings, outside trainings, or to travel outside the District, various modes of transportation, lodging accommodations, and meal alternatives are available. To control costs and to promote reasonable travel-related expenditures, the following policy shall be followed for all District travel:

1. District staff may not attend conferences unless approved in advance by the General Manager, or designee.
2. When possible, employees will request business-related travel with enough advanced notice (generally 14 to 21 days) to take advantage of available discounts for registration, airfare, and lodging.
3. Travel arrangements will be made by the HR Administrator.

3008.2.1 Travel Reimbursement

Personnel will be reimbursed for reasonable and documented expenses incurred when employees are required to travel on District business. Meals and mileage are reimbursed on a per diem rate based on the U.S. General Services Administration (GSA) guidelines, which vary by city location. Employees must be one-hour or more from their residence to utilize reimbursement of meals; alcoholic beverages are not a qualifying expense.

Personnel are required to keep all receipts for which they plan to request reimbursement. Employees will submit an expense reimbursement form with all receipts to the Accounting Supervisor within ten business days.

3008.2.2 Transportation

For business travel outside the Northern California area, employees are expected to travel by air.

If District personnel wish to deviate from the reasonable arrival or departure time period for personal reasons, any excess travel time may be unpaid and will require General Manager approval in advance. Additional expenses, including meal and lodging costs, resulting from excess travel due to the employee's deviation will be at the individual's expense (that is, not a business expense reimbursable by the District).

Use of a private car (when authorized in advance) for District travel will be reimbursed at Internal Revenue Service (IRS) Standard mileage rates (IRS.gov) in effect at the time of travel. A copy of the employee's proof of automobile insurance must remain on file with the HR Administrator. In cases where more than one person is attending the same event, they will be strongly encouraged to travel together, and mileage reimbursement would be for one vehicle.

3008.2.3 Car Rentals

When traveling on District business, the use of rental cars is discouraged, and requires prior authorization from the General Manager, or designee. Airport shuttle service, buses, or taxis should be utilized between airports and hotels or meeting locations if within 30-miles.

When renting a car for District business, insurance and other extras should not be requested. Contingent upon the rental company's policy, the gas tank will be topped off to avoid an additional expense. Personnel may then claim reimbursement from the District for the car rental and gas with the proper receipts.

3008.3 Lodging Reimbursement

Lodging receipts that meet GSA per diem requirements must be submitted by the employee within 10-days following travel for reimbursement. Lodging reimbursement may be requested when traveling outside of Lake County overnight or when attendance at events is for two or more consecutive days. Lodging reimbursement for the night prior to the beginning of an event may be allowed only if time and/or travel schedules prohibit travel at reasonable hours on the first day of the event. Generally, reimbursement would be allowed if the event begins prior to 9:00 a.m. (and is outside of Lake County) or is out of the state. Ordinarily, no lodging reimbursement will be allowed for the night following the event, except under circumstances beyond the control of personnel (i.e., flight canceled).

POLICY 3009 TELECOMMUTING

3009.1 Policy

A telecommuting program may be considered for employees whose job duties can be performed safely and effectively away from the District office, or primary, work location. Telecommuting arrangements will be in full compliance with applicable laws governing workplace safety, employee rights and responsibilities, and District policies. Employee participation in telecommuting is voluntary and is granted at the discretion of the General Manager.

3009.2 Administration

3009.2.1 Request

A telecommuting request may be initiated by either the employee or the employee's supervisor. Employees may request to telecommute regularly, or on an as-needed basis. The employee's supervisor will consider criteria including, but not limited to:

- Years of employment
- Reliable and responsible performance of work duties over time
- Whether the employee can provide a reliably safe and effective alternative workspace
- Determining that workflow, operations, and/or overall management will not be disrupted
- Willingness of the employee to fully comply with all requirements

Probationary employees, employees on a Performance Improvement Plan, or employees whose job performance is below standards, are not eligible to telecommute.

3009.2.2 Telework Agreement

The District has developed a standard telework agreement. Concurrent with the employee and the employee's supervisor/manager, the HR Administrator will develop the telework agreement for the specific employee that adheres to District standards and expectations.

POLICY 3010 HOUSEKEEPING

3010.1 Policy

Employees are expected to keep their work areas clean and organized and assist in maintaining an overall clean work environment. Employees using common areas such as lunchrooms, restrooms, or equipment are expected to keep them clean and orderly. Employees are requested to clean up after meals and at the end of each workday and to dispose of trash properly.

POLICY 3011 CODE OF CONDUCT

3011.1 Policy

The following series of policies represents the overall Code of Conduct policy for the District.

3011.2 Ethics

The District will carry out its mission in accordance with the strictest ethical guidelines and to ensure that District employees conduct themselves in a manner that fosters public confidence in the integrity of the District, its processes, and its accomplishments.

The District does not condone any violation of the law or unethical business dealings. Employees are not permitted to engage in conduct including any payments for illegal acts, indirect contributions, unlawful rebates, and/or bribery. The District does not permit any work-related activity that fails to withstand public scrutiny.

3011.3 Attendance

Employees are expected to maintain regular and dependable attendance. The District does not tolerate excessive and/or unauthorized absence. Absence from work without permission or notification for three consecutive workdays shall be considered job abandonment.

3011.4 Personal Business

Employees are to conduct only District business while at work and during work time. Employees may not conduct personal business or business for another employer during their scheduled work hours. "At work" and "scheduled working hours" do not include rest periods or unpaid meal breaks.

3011.5 Conflicts of Interest

Employees must avoid situations involving actual or potential conflict of interest with the business and interests of the District. Any employee's relationship that does or may impair an employee's ability to exercise good judgment on behalf of the District creates an actual or potential conflict of interest and is not permitted (e.g., supervisor-subordinate romantic relationships can lead to supervisory problems, claims of favoritism, and morale problems, and therefore are impermissible).

An employee involved in, or aware of, any of the types of relationships or situations described in this policy must immediately and fully disclose the relevant circumstances to the immediate supervisor, or any other appropriate supervisor. The District will evaluate the matter and will take whatever corrective or remedial action appears appropriate according to the circumstances.

3011.6 Relationship with Clients and Vendors

Employees shall avoid investing in, or acquiring a personal financial interest in, any business or organization that has a contractual relationship with the District, or that provides goods or services to the District, if such investment or interest could influence, or appear to influence, their decisions in the performance of their duties on behalf of the District.

3011.7 Kickbacks

The District strictly prohibits its employees from accepting kickbacks, or payment or compensation of any kind, from suppliers or others doing business with the District.

3011.8 Funds and Other Assets

Employees with access to District funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the District's instructional manuals or other explanatory materials, or both. The District imposes strict standards to prevent fraud and dishonesty. If an employee becomes aware of any fraud or dishonesty related to District operations, they shall immediately advise their supervisor or the General Manager.

When an employee's position requires spending District funds or incurring any reimbursable business expenses, they must use good judgment on the District's behalf to ensure that good value is received for every expenditure.

3011.9 Use of Business Assets

District funds and all other assets are for business purposes only, and not for personal use. Anything other than minimal personal use of organizational assets, such as computers, copy machines, cell phones, or other equipment, is not permitted.

3011.10 Organization Records and Communications

Accurate and reliable records of many kinds are necessary to meet the District's legal and financial obligations and to manage the operational affairs. Books and records must accurately and timely reflect all business transactions. Employees responsible for accounting and record keeping must fully disclose and record all assets and liabilities and must exercise diligence in enforcing these requirements.

Employees must not make, or engage in, any false record or communication of any kind, internal or external, including, but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representation

3011.11 Confidentiality

Employees are responsible for safeguarding confidential information obtained during employment. Employees will have access to confidential information regarding the District, its suppliers, its clients, and potentially fellow employees. Staff have a responsibility to prevent the unauthorized disclosure of such information. Access to confidential information is on a "need-to-know" basis and disclosure must be authorized by the supervisor, General Manager, or designee.

POLICY 3012 BULLYING

3012.1 Policy

Bullying is not tolerated in the workplace. Understanding and mutual respect toward all individuals are important in maintaining a safe and healthy workplace. Employees are expected to treat other workers and the public respectfully and professionally, to extend common courtesies, and to maintain appropriate boundaries. If in doubt about whether an action could be bullying, employees should ask themselves if a reasonable person would consider the action acceptable.

3012.2 Definition

3012.2.1 Bullying

Workplace bullying is malicious workplace behavior that a reasonable person perceives as hostile, offensive, and unrelated to legitimate business interests. It is conduct that harms, intimidates, offends, degrades, or humiliates an employee, possibly in front of other employees, clients, or customers. Examples of bullying include repeated verbal abuse, threatening, intimidating, or humiliating conduct, or undermining work performance. Bullying may cause the loss of trained and talented employees and may reduce productivity and morale.

3012.3 Administration

3012.3.1 Reporting and District Response

Staff will report bullying to the HR Administrator or any supervisor. Reports of perceived violation of this policy will be treated seriously and investigated as appropriate. Employees who make reports under this policy are protected from retaliation.

POLICY 3013 WHISTLEBLOWER POLICY

3013.1 Policy

The District will safeguard whistleblower confidentiality and protect them from retaliation to the extent possible.

3013.2 Definitions

A whistleblower is an employee who reports an activity that they consider to be illegal or dishonest.

Examples of illegal or dishonest activities that may be reported under this policy are violations of federal, state, or local laws, billing for services not performed or for goods not delivered, and other fraudulent financial reporting. Any whistleblower who believes they are being subjected to retaliation must contact the HR Administrator immediately.

3013.3 Administration

If an employee has knowledge of, or a concern about, illegal, dishonest, or fraudulent activity, the employee must contact their supervisor or the HR Administrator. The HR Administrator is responsible for investigating and coordinating corrective action. The employee must exercise sound judgment to avoid baseless allegations.

POLICY 3014 UNLAWFUL HARASSMENT AND DISCRIMINATION

3014.1 Policy

The District is dedicated to providing a work environment free of unlawful harassment and discrimination. The District prohibits harassment and discrimination based on sex, gender, race, religion, creed, color, national origin or ancestry, citizenship, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, gender identity or gender expression, military or veteran status, genetic information or any other basis protected by federal, state, or local law, ordinance, or regulation (referred to as the “Protected Characteristics”). Such harassment and discrimination are unlawful and will not be tolerated.

Unlawful harassment or discrimination of or by any District employee including supervisors, managers, and co-workers, is prohibited. This prohibition also extends to vendors, independent contractors, and others doing business with the District, including District Board Members.

3014.2 Definitions

3014.2.1 Protected Characteristics

It is against the law to discriminate against someone because of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. These are called protected characteristics.

3014.2.2 Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes.
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work of another individual.
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion.
- Retaliation for having reported, or threatened to report, harassment or discrimination, or having assisted another employee to make a report under this policy.

Prohibited harassment is not just sexual harassment, but harassment based on any Protected Characteristic.

3014.2.3 Sexual Harassment

This prohibited conduct includes, but is not limited to:

- Unwanted or unwelcome sexual advances.
- Requests for sexual favors.
- Other verbal or physical conduct of a sexual nature.
- When submission to such conduct is made a condition of the individual’s employment.

- When submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that person.
- When the conduct unreasonably interferes with an individual's work performance or creates a hostile work environment.

3014.3 Administration

3014.3.1 Complaint Process

If an employee believes they are being harassed or discriminated against because of a Protected Characteristic, or if an employee observes behavior they believe to be in violation of this policy, the employee should immediately report the concern to any supervisor, the HR Administrator, or the General Manager. The complaint should include all details of the incident(s), the names of all individuals involved, and the name(s) of any witness(es). Supervisors who receive a complaint under this policy will report it to the HR Administrator.

Every reported complaint will be taken seriously and investigated as appropriate. The District will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the extent possible. The investigation will be performed by impartial and qualified personnel and will be appropriately documented. Following the investigation, the District will take such action as is warranted under the circumstances and will timely close the matter.

The District does not retaliate against anyone for reporting any incidents of harassment or discrimination, or for participating in any investigation. Each employee's cooperation is crucial.

The California Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC) are the state and federal agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the District believes they have been harmed by a violation of this policy, and is not satisfied with the District's response, that person may file a written complaint with these agencies. Information is available at www.eeoc.gov and www.dfeh.ca.gov.

Employees making or assisting with a complaint under this policy, or otherwise participating in the District's investigation of such conduct, or filing a charge with the DFEH or EEOC, are protected from any form of reprisal and/or retaliation for such protected activity.

3014.3.2 Complaint Response

Supervisors who receive a complaint will refer them immediately to HR Administrator, General Manager, or to the President of the Board of Directors if the General Manager is unavailable or personally involved in the matter.

The General Manager, or designee, will ensure that an immediate, effective, thorough, and objective investigation of the allegation(s) is undertaken. Information obtained through the investigation will be kept confidential to the extent possible.

Upon the conclusion of the investigation of the alleged unlawful harassment claim, if the District determines that conduct violating this policy has occurred, appropriate corrective and remedial action shall be taken, up to and including, termination.

POLICY 3015 ACCOMMODATIONS FOR DISABILITY

3015.1 Policy

In accordance with law, the District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified.

3015.2 Definitions

A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed or seeks employment.

3015.3 Administration

An applicant or employee who believes they require accommodation to perform the essential functions of the job should inform their Supervisor, the HR Administrator, or the General Manager. The District will participate in the interactive process with the individual to devise a reasonable accommodation if one exists.

POLICY 3016 WORKPLACE VIOLENCE PREVENTION

3016.1 Policy

Violent behavior and threats of violence are prohibited and such conduct by a District employee will not be tolerated. The District will investigate and remediate all concerns raised under this policy.

3016.2 Definitions

3016.2.1 Workplace Violence

Behavior in the workplace, or a work-related setting, which inflicts or potentially inflicts damage or harm to others, or to property.

3016.2.2 Threat

The implication or expression of intent to inflict harm, or actions that a reasonable person would interpret as a threat to safety or property.

3016.2.3 District Premises or District Facilities

All property of the District including, but not limited to, offices, facilities, and surrounding areas on District owned or leased property, parking lots, and storage areas. The term also includes District owned or leased vehicles and equipment wherever located, as well as pump stations, sites, sewer lines, and excavation sites related to District operations.

3016.3 Prohibited Behavior

- Threats or intimidation
- Any act of violence
- Bullying
- Stalking, including following to and from work
- Possession of weapons of any kind on District premises or while engaged in activities for District at other locations, or at District sponsored events
- Assault
- Physical restraint or confinement
- Dangerous or threatening horseplay
- Inappropriately loud, disruptive, offensive, or angry behavior or language
- Conduct appearing to show disregard for the safety or well-being of others

3016.4 Administration

3016.4.1 Reporting Acts or Threats of Workplace Violence

An employee who believes they are the subject of any conduct that violates this policy, or who has witnessed any such conduct, must take the following steps depending on the circumstance:

- If an emergency exists and the situation is one of immediate danger, the employee should take whatever emergency steps are available and appropriate to protect them

from immediate harm, including leaving the area. They must then contact the Lake County Sheriff's Department by dialing 9-1-1.

- If the situation is not one of immediate danger, the employee must report the incident to their supervisor or General Manager or designee as soon as possible and complete the District's Workplace Violence Incident Report Form.

3016.4.2 Incident Investigation

Acts and reports of violence or threats will be investigated as appropriate. The District will not tolerate retaliation against any employee who makes a report under this policy, or who participates in an investigation of acts of violence or threats.

3016.4.3 Post-Incident Measures

District management may take some, or all, of the steps below, as appropriate under the circumstances:

- Notification of law enforcement authorities when a potential criminal act has occurred
- Provision of emergency medical care as needed
- Provision of post-event trauma counseling for those employees desiring such assistance
- Ensure that incidents are handled in accordance with this policy
- Consideration of filing a restraining order as appropriate



WORKPLACE VIOLENCE INCIDENT REPORT FORM

If you have experienced an incident you believe to be threatening or violent, complete the following and give this form to your supervisor.

Employer: _____

Name of individual completing form: _____

1. Date of incident: _____

2. Time of incident: _____

3. Who was involved in the incident?

4. What specific violent behaviors were observed and what action was taken (if any)?

5. Where did the incident occur?

6. Why do you think the incident occurred (historical issues, personal differences, etc.)?

7. List all others that may have observed the incident:

POLICY 3017 DRUG AND ALCOHOL USE

3017.1 Policy

The use of alcohol and/or controlled substances in the workplace and/or working under the influence of same, is not conducive to safe working conditions. In order to promote a safe, healthy, and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances while at work or in a work-related situation.

3017.2 Prohibited Substances

Use of alcohol or drugs is prohibited in the workplace or a work-related situation. The exception to this is use of legal medications or over-the-counter drugs. This exception is permissible if such use does not render the employee “under the influence.”

An employee who feels their performance of work-related duties may be impaired by the use of any legal substance – which carries a warning label that indicates that mental functioning, motor skills and/or judgment may be adversely affected – should report it to his/her supervisor, and medical advice should be sought before performing work-related duties. In the instance above, an employee using prescribed legal medication or non-prescription medication may continue to work if the supervisor determines that the employee does not pose a safety threat and that job performance is not affected by such use. These circumstances may require an interactive process and consideration of reasonable accommodation.

3017.3 Prohibited Conduct

No employee may report for duty, or remain on duty, when their ability to perform assigned functions is adversely affected by drugs or alcohol or when they are otherwise “under the influence.” That is, drugs or alcohol present in the body at a level in excess of that stated in Department of Transportation (DOT) guidelines. No employee shall use drugs or alcohol during working hours. No safety-sensitive employee shall use drugs or alcohol within four-hours of reporting for duty. No employee shall engage in the unlawful manufacture, distribution, or dispensing of a controlled substance or alcohol on District premises, in a District vehicle, or while conducting District business off the premises.

3017.4 Testing

Employees shall be subject to testing prior to employment and for reasonable suspicion. All safety-sensitive employees shall be subject to testing randomly and following an accident, pursuant to DOT guidelines. Current employees who promote, demote, or transfer from a non-safety-sensitive to a safety-sensitive position shall test negative prior to assignment to that classification.

This policy complies with all applicable federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration of the DOT has enacted 49 CFR Part 382 which mandates urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. 49 CFR Part 382.311 mandates that no employer shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. The DOT has also enacted 49 DFR Part 40 which sets standards for the collection and testing of urine

and breath specimens. In addition, the DOT has enacted 49 CFR Part 29, “The Drug-Free Workplace Act of 1988” which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the DOT. This policy incorporates those requirements of safety-sensitive employees and others when so noted.

3017.5 Definitions

3017.5.1 Prohibited Substances

Drugs: includes, but is not limited to, marijuana, amphetamines, opiates, phencyclidine, and cocaine.

Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

3017.5.2 Safety-Sensitive Employee

An employee in any classification requiring the use of a Class A or Class B commercial driver’s license.

An employee who has voluntarily driven a District vehicle requiring a commercial license within the last 12-month period, or who desires to voluntarily drive a District vehicle requiring a commercial license. The definition includes all other safety-sensitive functions as specified in regulatory reference.

3017.5.3 Reasonable Suspicion

The signs and symptoms of impairment related to drug or alcohol use based on documented objective facts and circumstances which are consistent with the effects of substance abuse.

3017.5.4 Substance Abuse Professional (SAP)

SAP is a District-selected health care professional with knowledge of – and that is clinically experienced in – the diagnosis and treatment of drug and alcohol related disorders.

3017.6 Administration

3017.6.1 Reasonable Suspicion and Testing

Reasonable-suspicion determinations will be made by District management trained to detect the signs and symptoms of impairment related to drug and alcohol use, and who reasonably conclude that an employee is under the influence.

Once the reasonable suspicion determination is made, the employee is immediately suspended from duty (with pay) and driven by a designated District employee (or other designee) to the District-specified testing site. The affected employee shall bring proof of identification to the testing site.

In the case of an unannounced random test of a safety-sensitive employee, the outside contractor for compliance will notify the HR Administrator, who will notify the employee. The employee will be directed to report to the testing site and provide proof of identification.

Testing will be conducted by a certified outside laboratory in a manner that assures a high degree of accuracy and reliability, and which uses techniques, equipment, and facilities that have been approved by the Department of Health and Human Services.

3017.6.2 Positive Test

If a test returns positive, the District will take precautions to prevent the tested employee from going back to work or driving their own car home. Instead, the employee will be taken home from the testing site by a District employee or other designated person. The employee will be removed immediately from safety-sensitive functions, referred to a substance abuse professional (SAP), and subject to termination.

A rehabilitation program may be an available one-time option for employees who have tested positive for a prohibited substance. Program and subsequent testing costs will be paid by the employee. Program participants may use accumulated paid time off, if any.

3017.6.3 Return to Duty

Employees who previously tested positive for a controlled substance or alcohol test must test negative and be evaluated and released by an SAP prior to returning to duty. The employee will be subject to unannounced follow-up testing, as determined by the SAP, but will not be shorter than one-year or longer than five-years.

Safety-sensitive employees must pass, at minimum, six follow-up tests in the first 12-months of returning to safety-sensitive functions.

A positive result on the return-to-duty test or on the unannounced follow-up tests will result in termination of employment.

POLICY 3018 TOBACCO USE AND SMOKING

3018.1 Policy

The District maintains a smoke- and tobacco-free workplace. Employees are not permitted to smoke or make other use of tobacco products while working or representing the District, in any District building, or in any vehicle owned, leased, or rented by the District.

The General Duty Clause of the Occupational Safety and Health Administration (OSHA) obligates the District to provide a safe and hazard-free workplace for employees, which includes air quality. In accordance with California law, smoking is not permitted within 20 feet of any District property or job site.

Employees may only use tobacco products during their breaks. No additional breaks beyond those permitted under Policy 3004.5 may be taken for the purpose of using tobacco or similar products. Employees who violate this policy will be subject to disciplinary action, up to and including, termination.

3018.2 Definition

For the purpose of this policy, “tobacco products” include, but are not limited to, cigarettes, pipes, snuff, vape, or chewing tobacco.

Smoking is the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind" (Cancer.gov). Smokeless tobacco is a type of tobacco that is not smoked or burned such as chewing tobacco – or moist snuff – or inhaled through the nose as dry snuff.

Vaping is the use of an electronic smoking device which may include e-cigarette, e-pipe, e-hookah, or e-cigar.

POLICY 3019 DISTRICT ELECTRONIC RESOURCES

3019.1 Policy

The District has established uniform guidelines for District computer use, issued software, cell phone usage by employees, and other District hardware including their use of related Internet and e-mail applications.

District computers, fax machines, telephones, printers, and Internet licenses are provided for District business and are not to be used for purposes other than District business. All data, files, documents, and electronic messages, etc., that are maintained, transmitted, created, or received on the District electronic communications systems, including information accessed via the Internet and sent or received through electronic mail (e-mail) systems (collectively referred to in this policy as “District E-Systems”) are the property of the District.

3019.2 Privacy

Employees will have no expectation of personal privacy in any use of District E-Systems. The District may, at any time, review, access, or monitor the contents of all records, data and communication transmitted, received, created, and/or stored on the District E-Systems.

3019.3 Conduct

The District’s E-Systems may not be used in any manner that violates any District policy, specifically including, but not limited to, the policies prohibiting unlawful harassment and discrimination and prohibiting workplace violence. When using District E-Systems, employees should remember they represent the District and act accordingly.

3019.4 Internet and E-mail Access

Access to the District E-Systems, including Internet and e-mail, is restricted to those employees who have been provided the necessary software and hardware and who have been authorized by the District to access District E-Systems. The District may deny or restrict District E-Systems access to any employee at any time.

3019.4.1 E-mail Use

Electronic mail is generally not intended to be a permanent storage medium. Electronic in-boxes and out-boxes should be archived or purged on a regular basis, but only in accordance with instruction and authorization from the IT Administrator.

3019.5 Data Storage

Critical data shall be saved on the local computer’s network drive. To save critical electronic mail as a permanent record, employees should save the file on the computer’s local network drive with guidance from the IT Administrator.

3019.6 Password Requirement

Employees using any portion of the District E-Systems shall create their own confidential password for said E-System. Employees should be aware that this does not imply that the system

may be used for personal communication or that there is any particular privacy in this regard; there is not.

3019.7 Cell Phone Access

The use of cell phones may be essential for employees to conduct business while away from the office (e.g., field and customer service operations, emergency operations, after-hours communications, and for their safety). District-issued cell phones may be provided to employees whose job duties require them to be out of the office for large portions of the workday or on call. The business need for a District-issued cell phone will be made at the discretion of the General Manager.

3019.7.1 Cell Phone Use

Employees receiving a District cell phone are responsible for:

- Maintaining District equipment.
- Being in possession of their District cell phones during working hours and during nonworking hours if required by their supervisor for operational needs (e.g., pursuant to Policy 3004.7)
- Limiting use to District purposes.
- Employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting phone calls unless the cell phone or vehicle is equipped with a hands-free device.
- When off-duty, non-exempt employees are not permitted to use their District cell phone for work purposes (e.g., making work-related phone calls, checking, and responding to work email, etc.) unless expressly directed to do so by their supervisor. Any such “off duty” work must be reported by the employee as time worked and will be appropriately compensated.

3019.8 District Web Page Use

The District controls the content and accuracy of the information provided on its public Web page. Information posted is done so pursuant to the direction of the General Manager or designated representative. Information posted must be consistent with the District’s mission and public interest.

3019.9 Social Media Use

Employees will not disclose confidential District information on personal social media sites.

3019.10 Prohibited Use

Using District computer systems for private purposes, personal gain, solicitation of commercial ventures, or other non-job-related purposes is prohibited. The sole exception to this is as described in subsection 3019.12, below.

Downloading or installing software which has not been approved by the District and scanned for viruses is prohibited.

Sending unencrypted confidential documents via the Internet is prohibited.

Any other use that may compromise the integrity of the District and its business in any way, or that violates any District policy, is prohibited.

3019.12 Prohibited Use Exceptions

Limited employee personal use of District E-Systems may be allowed. This use is only permitted during non-working time (e.g., break time and meal periods).

Any personal use must not:

- Interfere with or impede District operations
- Interfere with or impede the employee's work duties or other work obligations
- Burden the District with any noticeable cost

POLICY 3020 FLEET SAFETY

3020.1 Policy

The District requires adherence to its fleet safety program which governs the operation of District vehicles and/or heavy equipment by all employees. The program should promote safe driving practices and reduce the risk of vehicular accidents and maintain District vehicles and heavy equipment in proper operating condition.

3020.2 Definitions

3020.2.1 Fleet Safety Program

3020.2.1.1 Employee Responsibilities

Employees will:

1. Participate in in-service training and apply their education and training to the safe operation of assigned District vehicles and heavy equipment.
2. Immediately report changes in the status of their driver's license to their immediate supervisor and the HR Administrator.
3. Conduct required pre-trip inspections and preventive maintenance on assigned vehicles and heavy equipment.
4. Complete and submit to the Supervisor or designated Operator the pre-trip and post-trip inspection form.
5. Report unsafe conditions and/or mechanical defects in the vehicles or equipment to the Supervisor.
6. Not tamper, over-ride or disconnect any manufacturer installed safety features and devices.
7. Maintain the cleanliness of vehicle interiors.
8. Ensure the presence and maintenance of the following safety equipment:
 - Reflective triangles
 - Basic first aid kit
 - Small multi-purpose dry fire extinguisher
 - Proof of Insurance and vehicle registration cards
9. Not allow non-District employees as passengers in fleet vehicles unless authorized by a supervisor or General Manager.
10. Smoking in vehicles is prohibited.
11. Ensure the following is adhered to while fueling fleet vehicles and/or heavy equipment:
 - Smoking is prohibited
 - Engines will be turned off while fueling
 - Leaving the vehicle unattended while fueling is prohibited
 - Using an object to "lock the nozzle" on a fuel pump nozzle while fueling is prohibited.
 - Fuel leaks and/or spills (diesel fuel, hydraulic oil) will be immediately absorbed and cleaned up by using materials from the District-provided "spill kit." Spills larger than one gallon will be immediately reported to the Supervisor.
12. Adhere to the following in the event of an accident:

- Report all accidents involving District vehicles or equipment immediately to the Supervisor
 - Thoroughly complete the District's accident report
 - If the accident involves a private vehicle, contact the local law enforcement, whether injuries occurred or not
 - Immediately take pictures of property damaged in the accident
 - Exchange contact information with individuals involved in the accident
13. Adhere to the following in the event of a vehicle breakdowns:
- Get off the traveled roadway if possible. Avoid curves, hills, or places where the view may be obstructed
 - Shut down the vehicle
 - Set the parking brake to prevent movement
 - Turn on the 4-way flashers. If reflective triangles are available, set them near the vehicle and at approximately 100' to warn approaching traffic
 - Call for assistance (9-1-1, Supervisor, etc.)
 - Stay inside/with the vehicle

3020.2.1.2 Supervisor Responsibilities:

Supervisors will:

1. Provide training to employees so that they are fully qualified to drive, maintain fleet vehicles, and heavy equipment
2. Oversee and enforce employee compliance
3. Provide appropriate safety resources.
4. Ensure the safe operation of fleet vehicles in compliance with this program.
5. Coordinate the delivery and pick up of District-owned fleet vehicles and heavy equipment to the repair shop for routine preventive maintenance or after unsafe conditions and/or mechanical defects have been reported by staff.
6. Investigate all fleet vehicle, heavy equipment accidents, and make recommendations to the employee to avoid future accidents.

POLICY 3021 MILEAGE REIMBURSEMENT

3021.1 Policy

Elected officials and employees will receive mileage reimbursement for any necessary work-related travel.

3021.2 Administration

Individuals using their personally owned vehicle (POV) on official business must possess a valid California driver's license for the class of vehicle they will be operating.

Employees are not reimbursed for normal commuting to and from work.

Work-related travel in a POV will be reimbursed at the IRS mileage reimbursement rate.

Individuals using a POV must carry appropriate vehicle insurance.

In the case of a not-at-fault accident, the District will reimburse the employee for their deductible for comprehensive and/or collision costs.

POLICY 3022 CREDIT CARD USE

3022.1 Policy

Any employee issued a District credit card will only make purchases that are budgeted, necessary and/or authorized business expenditures, and that are within the approved dollar limits as determined by the General Manager.

The credit card must not be used for the cardholder's personal purchases. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include involuntary termination.

3022.2 Administration

All cardholders are required to sign a purchasing/credit cardholder agreement.

The Cardholder must ensure the security of the card while in their possession.

Upon leaving the District's employ, card holders must immediately return the District-issued card to the Accounting Supervisor and/or the HR Administrator.

If the card is lost or stolen, the Cardholder shall immediately notify the District's Accounting Supervisor and/or the HR Administrator.



DISTRICT CREDIT CARD USE AGREEMENT FORM

You are empowered as a responsible agent to safeguard District assets. Your signature below is verification that you have read and comply with the responsibilities outlined in Policy 3022.

1. I understand the card is only for District-approved purchases and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of District funds. This may result in disciplinary action, up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify the Accounting Supervisor, HR Administrator and/or General Manager.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I am considered responsible for all charges against the card.
6. All charges will be billed directly to and paid directly by the District.
7. As the card is District property, I understand that I am required to comply with internal control procedures designed to protect District assets and must produce all receipts in a timely manner.
8. I understand the card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the District and/or to provide for District travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

I acknowledge that I have received a District-issued credit card # _____ - _____ - _____ - _____

Cardholder Signature

Approving Manager Signature

Cardholder Printed Name

Approving Manager Printed Name

Date

Date

POLICY 3023 GRIEVANCE PROCEDURE

3023.1 Policy

A regular employee may formally raise a concern that they have been affected by an alleged violation, misapplication, or misinterpretation of a District policy, rule, regulation, or instruction. Disciplinary decisions, including termination decisions, are not subject to this grievance policy, and may not be grieved. This policy applies to all regular employees; no other classification of employee may bring a grievance under this policy.

Complaints of alleged discrimination or harassment are excluded from this policy, as there is a specific alternate procedure for such complaints (see Policy 3014).

Grievances will be addressed and resolved as timely as possible.

The District does not retaliate against employees who use this Grievance Procedure.

3023.2 Procedure

3023.2.1 Submit the Grievance to the Supervisor

If the employee has a grievance under this policy, they may submit, in writing, the grievance to their supervisor within 15 calendar days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The grievance must be completed using the Employee Grievance Procedure Form along with any supporting documentation.

The manager will respond in writing within 10 working days after receipt of the written grievance.

3023.2.2 Submit Grievance to the General Manger

If the employee is not satisfied with the supervisors' decision, or if the grievance involves alleged conduct by the supervisor, the employee may submit the grievance to the General Manager. Any grievance must be submitted in writing (and must include a copy of the Employee Grievance Form and response, if any, from the supervisor) within five working days of receipt of the Employee Grievance Form response, or within 15 days of the incident, whichever is sooner.

The General Manager, or designee, will review the grievance, and issue a written decision within ten working days after receipt of the written grievance. Decisions of the General Manager/designee are final and binding.

If the employee does not present the grievance within the aforementioned time limits, the grievance will be considered resolved.



EMPLOYEE GRIEVANCE PROCEDURE FORM

If the employee complaint is regarding illegal harassment, discrimination or retaliation, the employee should submit the written complaint directly to HR Administration.

Employee Name: _____ Date: _____

Nature of the grievance:

Detailed information including evidence of the issue, witnesses, related policies:

Specify remedy sought:

List of supporting documentation attached:

POLICY 3024 INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

3024.1 Policy

The District will maintain a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. The goal is zero accidents and injuries.

3024.2 Administration

The program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate, or control safety and health hazards as well as unsafe working conditions and practices, and to comply with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment and instructions for use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Promptly and thoroughly investigating every accident to find the cause and correct the problem to prevent its reoccurrence.

3024.3 Protocols

The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

POLICY 3025 PETS IN THE WORKPLACE

3025.1 Policy

The District is responsible for assuring the health and safety of all employees which is balanced with the desire to promote a positive employment experience by allowing appropriate pets in the office. A pet may be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect operations.

3025.2 Administration

Department supervisors and the General Manager will evaluate an employee's Pets in the Workplace form request in relation to operational needs and individual performance.

This policy and agreement form does not prohibit animals trained to perform tasks for the benefit of a person with a disability as defined in 28 CFR 36.104 (service animals).

A Pets in the Workplace agreement form will be reviewed and signed by both the employee and supervisor/manager.

In the event of multiple pets in a department, District supervisors will be responsible for monitoring the relative success of the agreement, and employee productivity.

Any individual with a grievance regarding an animal at the office will bring the matter to the attention of the owner's immediate supervisor.



PETS IN THE WORKPLACE AGREEMENT FORM

Employee Name: _____ Date: _____
Department: _____ Effective Dates: _____

The District recognizes the value of having your pet accompany you in the workplace. This agreement is considered a privilege. Cooperation in the following terms will help ensure the continuance of this privilege. I acknowledge that:

- I am familiar and will comply with the laws regarding pet endangerment.
- I will not allow my pet to wander unattended in any area of District property.
- I am responsible for my pet and will do my best to avoid bathroom ‘accidents,’ but will also promptly clean up after unavoidable ‘accidents.’
- I alone, am responsible for feeding my pet and are therefore responsible for authorizing treats for my pet by others.
- I will use my existing rest breaks and meal periods to walk my pet as applicable so as to not impede my job responsibilities.
- I will not allow my pet to exacerbate or antagonize my co-workers, customers or vendors who may have allergies, phobias, etc., and will agree to leave my pet at home if no alternative solution can be determined.
- I will accept any financial responsibilities resulting from my pet’s destructive or harmful behavior.

My pet:

- Has proof of relevant vaccinations and is free of pests (please attach documentation).
- Is well-mannered and under voice control while off-leash.

Pet Name: _____ Pet Breed/Species: _____

Either you or the District may cancel this agreement at any time. Failure to comply with the terms and spirit outlines in Policy 3025 will cause for cancellation and you will no longer be allowed to bring your pet to work.

I have read and understand the above terms and conditions Pets in the Workplace Agreement. I also acknowledge receipt of and agree to abide by the District’s Pets in the Workplace Policy and understand a copy of this agreement will be placed in my official personnel file for audit purposes.

By signing below, you agree to the terms set forth in this agreement.

Employee Signature

Supervisor Signature

HR Administrator Signature

General Manager Signature

