



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: FEBRUARY 28, 2020**

The Hidden Valley Lake Community Services District Personnel Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present:

Director Carolyn Graham

Director Jim Lieberman

Interim General Manager, Leo Havener

Penny Cuadras, Secretary to the Board

Trish Wilkinson, Full Charge Bookkeeper

CALL TO ORDER

The meeting was called to order at 11:00 AM by Director Graham

APPROVAL OF AGENDA

Agenda was approved as written by Director Graham. Seconded by Director Lieberman.

DISCUSS AND REVIEW:

Employee Handbook

The Committee continues to review the Employee Handbook; discussing Legal recommendations and making the necessary updates and revisions.

Staff will confirm with labor attorney specific guidelines of California Paid Sick Leave, accrued Vacation and max. cash out.

Probationary period updated to 6 months

Vacation Chart updated to reflect max cap at 2 times the annual accrual

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ADJOURNMENT

Meeting adjourned at 12:41 PM.