



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: FEBRUARY 7, 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
Penny Cuadras, Secretary to the Board
Trish Wilkinson, Full Charge Bookkeeper

CALL TO ORDER

The meeting was called to order at 11:06 AM by Director Lieberman

APPROVAL OF AGENDA

Director Graham moved to approve the Agenda. Seconded by Director Lieberman.
It was moved and seconded to amend the order of the agenda by moving Items 6 & 7 ahead of Item 5.

REVIEW and DISCUSS:
Volunteer Service Agreement

The Committees recommendation to the Board is to consider the approval of the Volunteer Services Agreement.

REVIEW and DISCUSS:
Release of Liability Wavier

The Committees recommendation to the Board is to consider the approval of the Release of Liability Wavier.

DISCUSS AND REVIEW:
Employee Handbook

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

Items discussed;

- Add page numbers
- Add revision date to the front page of the manual
- Floating Holiday, Benefits and Vacation (how are they applied)
- Employee Evaluations (when are they performed 6- month, 1-year)
- Clarification of Vacation Accrual Chart
- Confirm mandatory breaks

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ADJOURNMENT

Meeting adjourned at 1:26 PM.