



Hidden Valley Lake Community Services District

Personnel Committee

AGENDA

Wednesday, February 10, 2021

4:00 PM

Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor's Executive Orders, this Meeting is being conducted via Microsoft Teams, and there will be no physical location from which members of the public may participate. The Public can listen or watch the Live Stream video on the District's website at: <http://www.hvlcsd.org>

To join this meeting go to the www.hvlcsd.org select the February 10, 2021 Personnel Committee Meeting select **Join Microsoft Teams Meeting** Select **Join on the web** instead.

Please submit your comments to pcuadras@hvlcsd.org or mail comments to the attention of: Administrative Services Manager, Hidden Valley Lake Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467. Comments will be addressed by the Committee Chair as related to the agenda item or during Public Comment.

DATE: February 10, 2021

TIME: 4:00 PM

PLACE: **Virtual via Microsoft Teams**
Hidden Valley Lake CSD
Administration Office, GM Office
19400 Hartmann Road
Hidden Valley Lake, CA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. REVIEW and DISCUSS: Employee Handbook
6. REVIEW and DISCUSS: COVID-19 Policy
7. REVIEW and DISCUSS: District Health Benefits
8. PUBLIC COMMENT
9. COMMITTEE MEMBER COMMENT
10. ITEMS FOR NEXT AGENDA:
11. ADJOURN

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/Meetings.

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at (707)987-9201 at least 48 hours prior to the scheduled meeting. Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



POLICY TITLE:	Accommodations for Disability	
POLICY #: 3100	ADOPTED DATE:	REVISION DATE:
	President:	President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3100.1 The employment related provisions of the Fair Employment and Housing Act ("FEHA") and the Americans with Disabilities Act ("ADA") apply to all employees and job applicants seeking employment with the District. Under the ADA, 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.

3100.2 The District will attempt to provide reasonable accommodation for known physical or mental dis-abilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity-ty of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform the General Manager, or his or her supervisor, to request an evaluation of such an accommodation. The District will participate in the interactive process with the employee in order to determine whether or not a reasonable accommodation, which does not present undue hardship to the District, exists.

Employee or applicant should contact his or her supervisor, Administrative Services Manager, or the General Manager for further information.



POLICY TITLE:	Demotion – Non-disciplinary	
POLICY #: 3102	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3102.1 The General Manager may demote an employee, with the written consent of the employee, to a vacant position in lieu of layoff, provided the employee possesses the desired qualifications for the position to which he/she is assigned.

3102.2 At least five working days before a non-disciplinary demotion becomes effective, written notice of the action shall be provided to the employee and the payroll department.

3102.3 The General Manager shall provide the employee with written job duties within five working days of starting the new position and a written performance review within six months. The employee shall be subject to a probationary period, generally a six-month period. In the event that the employee does not perform satisfactorily within the probationary period, the General Manager shall have the discretion of extending the employee's probationary period or terminating the employee.



POLICY TITLE:	Disciplinary Action	
POLICY #: 3104	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3104.1 The District expects all of its employees to act in the best interest of the District and its customers and residents. It is the responsibility of all employees to observe all rules, guidelines, and operating procedures of the District. The District further expects that each of its employees will act in a polite and professional manner when dealing with members of the public and other employees. These General Rules of Conduct, along with the "Examples of Unacceptable Conduct" listed below, are not meant to be all-inclusive, but rather to provide illustrations of acceptable conduct versus problematic conduct.

3104.2 Examples of Unacceptable Conduct. The following list presents examples of some of the types of unacceptable conduct that may result in disciplinary action, up to and including immediate termination. This list is not an exhaustive list of what conduct may result in discipline, but is merely meant to be illustrations of unacceptable conduct:

- 3104.2.1 Discourteous treatment of the public or fellow employees.
- 3104.2.2 Use, possession, or being under the influence of alcohol or illegal drugs (including marijuana) while on duty or on District premises.
- 3104.2.3 Habitual absence or tardiness.
- 3104.2.4 Abuse of sick leave.
- 3104.2.5 Disorderly conduct.
- 3104.2.6 Incompetence or inefficiency.
- 3104.2.7 Being wasteful of material, property, or working time.
- 3104.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor.
- 3104.2.9 Neglect of duty.

- 3104.2.10 Dishonesty or fraud.
- 3104.2.11 Misuse of District property.
- 3104.2.12 Willful disobedience or Insubordination.
- 3104.2.13 Conduct unbecoming a District employee.
- 3104.2.14 Violation of the District's Unlawful Harassment Policy.
- 3104.2.15 Possession of firearms or dangerous weapons on District property.
- 3104.2.16 Theft.
- 3104.2.17 Falsifying records
- 3104.2.18 Any act or failure to act during or outside of work hours, which is detrimental to the best interest of the District as determined by the General Manager or the Board.

The District also reserves the right to discipline an employee for unsatisfactory job performance including incompetence and/or inefficiency, permanent or chronic physical or mental ailment (including impairment from alcohol or drugs) or other condition which renders the employee unable to perform the essential duties of his or her job, or failure to satisfactorily perform job tasks or responsibilities.

3104.3 Prior to Disciplinary Action - Depending on the nature of the conduct or the performance deficiency, the District will generally give an employee an oral warning, which is corrective and is non-disciplinary in nature, prior to taking formal disciplinary action. An oral warning is encouraged but is not required before issuing formal disciplinary action.

An oral warning is a communication to an employee that his or her performance or behavior must be improved and failure to do so may result in discipline. An employee's supervisor or the General Manager may note the date, time, and content of oral warning, but no record of an oral warning shall be placed in the employee's personnel file unless subsequent disciplinary action is taken.

3104.4 Types of Disciplinary Action. Disciplinary action includes written warning, , suspension, reduction in salary, demotion, or termination of employment.

3104.4.1 Written Warning: a formal written notice to an employee that further disciplinary action will be taken unless his or her performance or behavior improves. A copy of the written reprimand is given to the employee and the original is placed in the employee's personnel file. The employee must acknowledge receipt of the written warning by signing the letter at the time of presentation; this signature signifies only the receipt of the document; it does not signify the employee's agreement with the allegations.

3104.4.2 Suspension: the temporary removal of an employee from his or her duties without pay for disciplinary purposes for up to thirty (30) working days. Employees suspended from his or her employment with the District forfeit all rights, privileges, and salary with the exception of group health and life insurance benefits.

3104.4.3 Reduction in Salary: a decrease in salary paid to an employee for a specified period of time for disciplinary purposes.

3104.4.4 Demotion: the removal of an employee from a position to another position carrying a lower maximum rate of pay as a result of a disciplinary action.

3104.4.5 Discharge: the removal of an employee from District services, as provided for in these Guidelines.

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POLICY TITLE:	Driver Training and Record Review	
POLICY #: 3106	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3106.1 Purpose. The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by: (a) applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

3106.2 Scope. This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information but cannot be required to do so in accordance with State law.

3106.3 Implementation. HVLCSD shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

3106.4 Review Criteria. Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and pe-nal code violations; and, (d) Vehicle Code violations.

3106.5 Disciplinary Procedures:

a) A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:

- 1) They earn two points within 36 months of report date; or,
- 2) They receive any moving violation in a District vehicle within 36 months of report date; or,
- 3) They are involved in an accident within 36 months of report date.

b) A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.

- c) A driver will be suspended from District driving privileges for 120 days if:
 - 1) They earn four or more points within 24 months of report date; or,
 - 2) They earn six or more points within 36 months of report date; or,
 - 3) They receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of report date; or,
 - 4) If they are involved in two chargeable (resulting in a point violation) accidents within 24 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.
- d) A driver will be permanently suspended of District driving privileges if:
 - 1) They receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of report date; or, They receive two citations for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.
- e) Occasionally, it may be brought to the District's attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

3106.6 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in Disciplinary Procedures, above. Directors are encouraged to attend courses but cannot be required to do so in accordance with State law.



POLICY TITLE:	Drug and Alcohol Testing	
POLICY #: 3108	ADOPTED DATE:	REVISION DATE:
	President:	President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3108.1 Pre-Employment Drug Testing. As a part of the District's employment screening process, all applicants to whom a conditional offer of employment is made must successfully test negative for controlled substances, per procedures described below. The offer of employment is conditioned on a negative drug test result. Applicants will be informed of the District's drug testing policy in the employment application and process.

3108.2 Testing of Employees in Designated Safety-Sensitive Position. Employees in health and safety sensitive positions, including, but not limited to, the following management and non-management positions: vehicle and heavy machinery drivers with commercial licenses/operators (who are subject to random drug-testing under the Department of Motor Vehicles), and utility crew members, will be required to submit to random drug testing under the procedures described below. This testing shall occur at random by an independent, third party drug testing company performing such testing. If an employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

3108.3 Reasonable Suspicion Testing. If an employee's supervisor or manager has a verifiable and confirmed reasonable suspicion by at least two (2) people, including any Board Members, who are qualified by having reasonable suspicion training, that the employee is working in an impaired condition or otherwise engaging in conduct that violates these Guidelines, then the employee will be asked about any observed behavior or impaired condition and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, he or she will be requested to take a drug and/or alcohol test in accordance with the procedures described herein. If the employee refuses to cooperate with the administration of the drug and/or alcohol test, the refusal will be handled in the same manner as a positive test result, which results in discipline, up to and including termination.

3108.4 On-the-Job Inquiry. Should an injury occur while working, a drug and/or alcohol test may be administered if the injured employee's supervisor has a reasonable suspicion that an employee was injured due to drug or alcohol use.

3108.5 Procedures for Drug Testing. The District will refer the applicant or employee to an independent, National Institute on Drug Abuse ("NIDA"), certified medical clinic or laboratory, which will administer the test. The District shall require drug testing for: A) pre-employment testing, B) random testing,

and C) reasonable suspicion testing. The District will pay the cost of the test. If the employee is determined by verifiable and confirmed reasonable suspicion observation as unable to drive or impaired for driving, then a District supervisor or General Manager will transport the individual to a medical facility for immediate testing or treatment.

The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. The clinic or laboratory will handle the required testing. The District will have no control over the clinic or laboratory's testing methods. The clinic or laboratory will in-form the District as to whether or not the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of these Guidelines and will be subject to discipline, up to and including termination.

3108.6 Acknowledgment and Consent. Any employee subject to testing under this policy will be directed to sign a form acknowledging the procedures governing testing and authorizing (1) the collection of a urine sample for the purpose of determining the presence of alcohol and/or drugs, and (2) the release to the District of medical information regarding the test results. Refusal to sign the authorization form or to submit to the drug and/or test, will result in the revocation of an applicant's job offer, or will be considered the same as a positive test leading to termination.

3108.7 Confidentiality. All alcohol and drug testing records will be treated as confidential.

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POLICY TITLE:	Employee Information Emergency Data	
POLICY #: 3110	ADOPTED DATE:	REVISION DATE:
	President:	President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3110.1 It shall be the policy of the District to maintain accurate personal contact information for each employee and Director of the District. All such information shall be maintained confidential to the extent allowed by law.

3110.2 It is important that employees promptly notify District of any changes to their personal information including:

- Name
- Home and Mailing Address
- Home and Cell Phone/Telephone Numbers
- Names, Phone Numbers, and Status of Spouse and Dependents
- Change of Emergency Contact Information
- Marital or Registered Domestic Partner Status
- Change of Military Status
- Payroll Deductions
- Benefit Plan Beneficiary

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3110.3 Employees are responsible for immediately notifying the Administrative Services Manager in the event of a name, address or other vital information change as required by this policy or any other District policy/procedure.

3110.4 The District shall not be responsible in the event of failure of an employee to provide this information in a timely manner results in a loss of benefits or services by the employee or dependents.

3110.5 Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

3110.6 Release of Information. Personnel records are considered confidential. Employees may examine their own personnel file upon request to the District Administrative Services Manager (written request is preferred). Each employee shall have the right to inspect or copy their personnel file within twenty-one (21) calendar days of the request. If the District provides copies of the personnel file, the actual cost of reproduction may be charged. All information contained therein is District property and may not be removed by the employee but may only be copied.

Employees may 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. This authorization must be signed and dated. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested.

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POLICY TITLE:	Employee Promotion	
POLICY #: 3112	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3112.1 An employee may be promoted only if the employee has the desirable qualifications for the higher-level position. Desirable qualifications shall be ascertained on the same application, examination, interview, criteria, and evaluation as those for an initial appointment in accordance with the most current Job Description.

3112.2 A promoted employee shall be required to successfully complete a six (6) month probation period, as outlined in Policy 3116.2. If a promoted employee is unable to perform the required duties of the new higher-level position and has not successfully completed the probation period, the employee may be re-stored to the position from which he or she was promoted, if the position is available, or be required to successfully complete an additional six (6) month probationary period.



POLICY TITLE:	Employee Status	
POLICY #: 3116	ADOPTED DATE:	REVISION DATE:
	President:	President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3116.1 A "Regular Full-Time" employee is one who has been hired to fill a regular position in any job classification. Regular full-time employees are regularly scheduled to work at least forty (40) hours per week, are not temporary employees, and who have successfully completed the probationary period.

3116.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than twelve (12) continuous months of service with the District. Upon completion of twelve (12) months of continuous service with the District in said classification, and upon the [responsible managing employee] decision to retain said employee, said employee shall be granted regular employee status.

- a) A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he or she becomes eligible. A probationary employee will not be eligible for a leave of absence.
- b) The General Manager, in conjunction with the employee's supervisor, may elect to extend the probationary period for any employee up to an additional three (3) months.

3116.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. A temporary employee shall not work more than one thousand (1,000) hours in a fiscal year.

- a) Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of one hundred eighty (180) days.
- b) A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he or she accrue seniority or leave of absence rights. A temporary employee may take time off without pay with the approval of his or her supervisor or the General Manager and shall be permitted to take time off for District-recognized holidays without pay.
- c) If a temporary employee is reclassified to probationary or regular status, he or she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him or her in his or her new status.

3116.4 A "Part-Time" employee is one who is hired to work within any job classification but whose position is not regular in nature and generally less than forty (40) hours per week.

3116.5 An "Exempt" employee is an employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor and Standard Act ("FLSA"). To be considered "exempt", an employee must work in a bona fide executive, administrative, or professional capacity and be paid on a salary basis as required by the FLSA. **These positions shall be so designated in the classification plan.**

3116.6 A "Non-Exempt" employee is an employee who is not a bona fide executive, administrative, or professional employee as defined by the FLSA. At the option of the District, non-exempt employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week in compliance with the FLSA.

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POLICY TITLE:	Equal Opportunity	
POLICY #: 3118	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3118.1 The District employs persons having the best available skills to efficiently provide high quality service to the public.

3118.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

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POLICY TITLE:	Grievance Procedure	
POLICY #: 3120	ADOPTED DATE:	REVISION DATE:
	President:	President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3120.1 This policy shall apply to all regular employees in all classifications.

3120.2 The purpose of this policy is to provide a procedure by which an employee may formally claim that he or she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

3120.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law, resolutions adopted by the District’s Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment, and claims or complaints of alleged discrimination or harassment (as there is an alternate procedure for those complaints).

3120.4 Grievance Procedure Steps.

3120.4.1 Level I, Preliminary Informal Resolution. Any employee who believes he or she has a grievance shall present the evidence thereof in writing to his or her immediate supervisor within thirty (30) calendar days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions with the employee with-in five (5) working days and attempt to resolve the matter within ten (10) working days after the discussions. The supervisor shall provide a written decision to the employee either denying or granting the employee’s grievance. It is the intent of this informal meeting that at least one (1) personal conference be held between the employee and the immediate supervisor. If the grievance is against the employee’s supervisor, the employee may skip Level I and advance to Level II, provided that he or she complies with all applicable time limits and other requirements for Level I (i.e., the employee must still file the initial grievance within 30 calendar days).

3120.4.2 Level II, General Manager. If the grievance has not been resolved at Level I, the grievant may appeal his or her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten (10) working days after the supervisor has issued his or her written decision.

3120.4.2.1 The statement shall include the following:

- a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied, or misinterpreted;
- b) The circumstances involved;
- c) The decision rendered by the immediate supervisor at Level I, if any;

- d) The dates when: (i) the grievance was first discussed with the immediate supervisor; (ii) the Level I response was issued, and (iii) the employee submitted the grievance to Level II; and
- e) The specific remedy sought.

3120.4.2.2 The General Manager shall communicate his or her decision within ten (10) calendar days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other. If a personal conference is requested, the General Manager shall have ten (10) calendar days from the date of the conference to issue his or her decision.

3120.4.3 Level III, Board of Directors' Personnel Committee. In the event the grievant is not satisfied with the General Manager's decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District Board of Directors' standing Personnel Committee within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

3120.4.3.1 The Personnel Committee shall, as soon as possible, schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Committee's decision shall be announced in open session immediately after the closed session in which it was made, unless the employee request the grievance be kept confidential.

3120.5 Basic Rules.

3120.5.1 If an employee does not present the grievance or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved and no further appeal will be allowed.

3120.5.2 By agreement in writing, the parties may extend any and all-time limitations specified above.

3120.5.3 The General Manager may temporarily suspend the grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

3120.5.4 A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

3120.6 Expungement of Written Reprimands: A written reprimand may be expunged upon sustained corrective behavior, as determined by the General Manager, after a period of three (3) years from the date of the reprimand. It is the responsibility of the employee to request that his or her personnel file be purged of the written reprimand.

3120.6.1 The General Manager will consider the following factors in making his or her decision to expunge a written reprimand:

- a) whether the employee received further discipline of any kind;

- b) employee's performance evaluation reviews are at least satisfactory in all categories; and
- c) that only one (1) expungement can occur during their employment with the District.

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Appendix "A"

EMPLOYEE GRIEVANCE FORM
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

Employee's Name:

Date:

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

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POLICY TITLE:	Hours of Work and Overtime	
POLICY #: 3122	ADOPTED DATE:	REVISION DATE:
	President:	President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3122.1 This policy shall apply to all non-exempt employees.

3122.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods and breaks, or as otherwise approved by the General Manager in writing.

3122.3 A work week is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic work week is defined to consist of five (5) consecutive workdays of eight (8) hours each, Monday through Friday. The regular work hours for Administrative Personnel shall be 8:00 a.m. to 5:00 p.m. with one (1) hour off for lunch. The regular work hours for Field Operations Personnel shall be 7:00 a.m. to 4:00 p.m. with one (1) hour off for lunch. A majority of employees may request a change of regular work hours, for their division, with the written consent of the General Manager, so that the regular work hours may be revised to accommodate needs of the public, such as 7:00 a.m. to 4:00 p.m. with one (1) hour off for lunch.

3122.4 Overtime is defined as: Time worked in excess of forty (40) hours in a work week.

3122.5 It is the general policy of the District to avoid the necessity for overtime work whenever possible. Overtime shall be held to a minimum consistent with efficient operation and shall only be used to cover emergencies or where working employees overtime is more economical. All overtime work shall be authorized in advance by the employee’s supervisor, the General Manager, or his or her designee. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

Non-exempt employees shall be paid overtime at one-and-one-half (1½) times the employee's regular rate of pay. Holidays, administrative leave, vacation, authorized compensatory time off, and sick leave do not count toward an employee’s overtime calculation. **With the exception of Special Holiday Pay as outlined in section 3122.6.2.**

3122.6 A work schedule is maintained by the department head and approved by the General Manager whereby [operations employees, emergency services employees] may be assigned on a rotational basis to be “on-call” on weekends, holidays, and other times not considered regular hours of work for the

District employees or assigned to work alternative workweeks. "On-call duty" is an assigned duty outside the normal workweek assignment during which an employee must remain where he or she can be contacted by telephone and he or she is ready for immediate call back to his or her department to perform an essential service.

3122.6.1 On-Call/Weekday Duty employees are paid [\$400] per week they are on-call. If these employees are called into work during this time, they will be paid for any on-call hours worked at the standard overtime rate.

3122.6.2 On-Call employees required to work on a designated holiday will receive, in addition to their regular 8 hours of holiday pay, an additional special holiday pay of 1.5 times their regular hourly rate for each hour they are required to work on the holiday. Special Holiday pay is a separate entitlement from overtime compensation.

3122.6.3 When an employee is assigned to on-call duty, he or she shall be free to utilize his or her time as desired but must be able to respond within 30 minutes to the District facilities. This will enable the on-call employee time to return to work in the event of an emergency call. On-call employees must remain unimpaired and able to perform all duties when on-call. (e.g., refraining from drinking alcoholic beverages, marijuana usage and/or be on prescription and /or over the counter medication that would impair the ability to perform call out duties) If the employee is taking prescription medication(s) a doctor's note must be provided to the supervisor that releases the employee to work while taking the prescription medication.

3122.6.4 If an employee is not "on-call" and he or she is called back to work, the employee will receive a minimum of two (2) hours of overtime pay regardless of whether the employee works less than two (2) hours. The Employee shall also receive overtime pay for every hour worked beyond two (2) hours.



POLICY TITLE:	Letters of Recommendation	
POLICY #: 3124	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3124.1 The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interest of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager, or his or her designee, is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager, or his or her designee, before dis-semination.

3124.1.1 The General Manager or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees other than himself or herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager or his or her designee.

3124.1.2 At his or her discretion, the General Manager, or his or her designee, may refuse to give a recommendation. Any recommendation he or she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.



POLICY TITLE:	Nepotism	
POLICY #: 3126	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3126.1 It is the policy of HVLCS D to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

3126.1.1 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.

3126.1.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother, father-in-law, mother-in-law, sister-in-law and brother-in-law.

3126.2 When 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 this review shall be to assure equity to all members of the department.

3126.3 When an individual is considered for appointment in a department where a close relative has supervisory responsibility, the appointment shall not be granted.



POLICY TITLE:	Payroll Deductions for Salaried Employees	
POLICY #: 3128	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3128.1 Employees paid on a “salary basis” regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, a salaried employee will receive his or her full salary for any work week in which he or she performs any work, regardless of the number of days or hours worked. A salaried employee may not be paid for any work week in which he or she performs no work, subject to the District’s benefits programs and policies.

3128.2 No deductions from salary may be made for time when work is not available, provided the salaried employee is ready, willing, and able to work. Deductions from pay are permissible when a salaried employee:

1. Is absent from work for one (1) or more full days for personal reasons other than sickness or disability;
2. Is absent for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a plan, policy, or practice of providing compensation for salary lost due to ill-ness;
3. Is absent for military duty and performs no work during the time off;
4. Works less than a full week during the initial or final week of employment;
5. Violates safety rules of major significance; or
6. Violates written workplace conduct rules applicable to all employees and is suspended without pay for one (1) or more full days.

3128.3 It is HVLCSD policy to comply with these salary basis requirements. Therefore, HVLCSD prohibits all employees and managers from making any improper deductions from the salaries of exempt employees. HVLCSD wants employees to be aware of this policy and know that HVLCSD does not allow deductions that violate Federal or State law.

3128.4 If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor.

3128.5 Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

3128.6 Every employee is required to submit a Form W-4 at the beginning of each year to direct the pay-roll staff to make appropriate Federal and State income tax deductions.

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POLICY TITLE:	Performance Evaluation/PIP	
POLICY #: 3130	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3130.1 This policy shall apply to all employees.

3130.2 In order to provide employees with information concerning their employment progress and to identify areas to improve job performance, the employee's supervisor and General Manager will conduct formal written employee evaluations at least once per year, preferably using the employee's hire date anniversary is desired for an annual evaluation.

Generally, employee evaluations may be performed at three (3) months and/or six (6) months after date of hire and shall be performed near the end of the twelve (12) month probationary period. At the end of the 12-month probationary period, the District may extend the probationary employee's probation period in order to provide the employee additional time to improve his or her job performance and/or to provide the District additional time to observe the probationary employee's work performance.

In the event that an employee's supervisor or the General Manager determines that a regular part-time or regular full-time employee's job performance has not improved after receiving a written performance evaluation, the supervisor or the General Manager may elect to establish a performance improvement plan ("PIP"), also known as a performance action plan to provide an employee the opportunity to succeed while still being held accountable for past performance. A PIP shall be used to address either failures to meet specific job performance-related or behavior-related issues. A PIP format and content shall conform to the guidelines provided in Exhibit "A" attached to this Policy Manual.

3130.3 Ratings: Performance evaluations shall be in writing on forms prescribed by the General Manager or his or her designee. The evaluation shall provide recognition for effective performance and also identify areas that need improvement. All evaluations will have an overall evaluation of Unsatisfactory, Improvement Needed, Satisfactory, Above Satisfactory, or Outstanding.

- Unsatisfactory Work is well below the standard expected of a competent worker in that job position, a majority of the time. Unsatisfactory ratings must be substantiated in a written statement by the evaluator.
- Improvement needed performance is frequently less than the standard expected of a competent worker in that job position, and improvable with additional training, experience, or effort.
- Satisfactory Work performance consistently meets the standard expected of a competent worker in that job position.

- Above Satisfactory Work performance is generally above the standard expected of a competent worker in that job position, a majority of the time.
- Outstanding Work performance is consistently and distinctly well above the standard expected of a competent worker in that job position; performance is superior. Outstanding ratings must be substantiated in a written statement by the evaluator

3130.4 Evaluation Procedure: The performance evaluation must be signed by the evaluator, as well as the employee, and discussed with the employee. Unscheduled performance evaluations may be made at the discretion of the General Manager or his or her designee. An employee may respond to a performance evaluation in writing, which shall be attached to the performance evaluation. An employee shall speak with his or her evaluator regarding a performance evaluation in which he or she disagrees. If the employee is dissatisfied with his or her supervisor's response to a written response to a performance evaluation, the Employee may discuss the performance evaluation rating to the General Manager. The General Manager may only modify employee evaluations if there is a compelling reason to do so.

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POLICY TITLE:	Recruitment and Hiring	
POLICY #: 3134	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

Recruitment:

3134.1 Announcement: All recruitments for classification vacancies within the District shall be publicized by such methods as the General Manager deems appropriate, consistent with District standards. Special recruiting shall be conducted, if necessary, to ensure that all segments of the community are aware of the forthcoming examination(s). Announcements shall specify the title and compensation of the classification; the nature of the work to be performed delineating the essential and marginal functions of the job; the minimum qualifications for the classification; the manner of making application; the examination components; and other pertinent information.

3134.2 Applications: Every applicant for examination shall file a formal, signed District employment application. Other methods of acceptable application due to an applicant's disability will be considered. Application forms shall require information covering training, experience, and other pertinent information as required by the General Manager. The General Manager may also require applicants to submit additional job-related information.

3134.3 Examinations: Examinations for the establishment of eligibility lists shall be competitive and by such character shall test and determine the qualifications, fitness, and ability of applicants to perform the essential functions of the classifications for which they seek appointment.

The examination may include an investigation of character, personality, education, experience, criminal history, credit bureau, drug & alcohol and any tests of intelligence, capacity, technical knowledge, manual skill, or job-related physical fitness that the General Manager deems appropriate.

The General Manager shall designate the procedure, time, place, and type of examination, the conditions under which it may be conducted, and the individual or competent agency who will conduct the examination. The District will make every reasonable effort to accommodate disabled applicants in the administration of employment tests in accordance with applicable law. Examinations may be promotional, open, or continuous as directed by the General Manager. In making a decision regarding the type of examination, the General Manager will consider the availability of qualified interested personnel in the District work-force, the possible Affirmative Action implications, and the need for expediency in filling the position.

3134.3.1 Open/Promotional Examinations: Any person who meets the requirements set forth in the open/promotional examination announcement may compete in open/promotional

examinations. The General Manager may adopt and implement objective standards to initially screen applications in order to reduce the number of applicants to a manageable size.

3134.3.2 Promotional Examinations: Regular and non-regular employees, except temporary employees, who meet the requirements set forth in the promotional examination announcement may compete in a promotional examination announcement.

3132.3.3 Continuous Examinations. Continuous examinations may be administered periodically for a single classification. Names shall be placed on eligibility lists and shall remain on such lists as prescribed in Section 3134.4

3134.4 Eligibility Lists

3134.4.1 Establishment: As soon as possible after the completion of an examination, the General Manager shall prepare and maintain an eligibility list consisting of the names of the applicants or employees who qualified in the examination. The names on the list shall be in order based on each applicant's competitive score for the examination process, with the highest score being first on the list. Each applicant or employee shall be given notice of the results of his or her examination and ranking on the eligibility list.

Applicants on the eligibility list for a particular classification may be certified by the General Manager for consideration to hire for a classification in an equal or lower salary range in the event that an eligibility list for that classification does not exist, provided that the applicant is qualified. This may be done only with the approval of the General Manager. Applicants will not be removed from the

3134.4.2 Duration of Lists: All eligibility lists shall remain in effect until exhausted or abolished by the General Manager for due cause. As a general policy, eligibility lists shall remain in effect for not more than one (1) year. Eligibility lists may remain in effect for more than one (1) year at the General Manager's discretion. The General Manager may abolish eligibility lists with three (3) names or less before the one (1) year expires.

3134.4.3 Removal of Names from Eligibility Lists: The General Manager may remove a name of any eligible candidate appearing on an eligibility list if:

- The eligible candidate requests that his or her name be removed;
- The eligible candidate fails to provide notification of a change in address;
- The eligible candidate fails to attend a scheduled interview;
- The eligible candidate declined an interview on two (2) occasions;
- The eligible candidate declined an offer of employment;
- The eligible candidate was on an eligibility list as a result of a promotional examination and has subsequently left District employment; or
- The eligible candidate was on a list for a specialized classification within one department of the District and was determined to be unsuitable by the department head.

3134.4.4 Disqualification: At any point in the recruitment and selection process, the General Manager may refuse to declare an applicant an eligible candidate, or may withhold or withdraw from certification, prior to appointment by the General Manager, anyone who:

- Has failed to provide proof for any of the requirements established in the announcement for the classification for which he or she applied;
- Has been convicted of a felony of such a nature as to have an adverse effect on the candidate's ability to perform the duties of the position;
- Has a history of dismissal from any position in public or private service for any cause which would be a cause for dismissal from District employment;
- Has practiced or attempted to practice any deception or fraud in his or her application, examination, or in securing eligibility; or
- Is otherwise not qualified for employment with the District.

Hiring:

3134.5 Decisions regarding employment are based upon an individual's qualifications for the applicable position as described below.

3134.5.1 Vacancies: Employees of the District are encouraged to apply for any vacant positions for which they are qualified. The District awards vacant positions to the applicants who are best suited to meet the needs of the District, regardless of whether the applicant is a current District employee or not.

If a vacancy is awarded to a current regular employee, that employee shall serve a three (3) month probationary period in that position with continued benefits for health care, sick leave, vacation and comp time-off. Within three (3) months of the move to the vacant position, the employee may return to their previous position with written notice to and approval by the General Manager, so long as the position has not been filled.

3134.5.2 Selection of employees. All persons considered for employment with the District shall be qualified to perform the duties of the position for which they are employed. Before reporting for their first day of work, employees may be required to undergo a medical examination and drug/alcohol testing, which confirms their ability to perform the essential functions of the job.

a) Citizenship Verification: All employees must provide necessary documentation to prove identity and their right to work in the United States in accordance with Federal and State Immigration and Naturalization laws. Failure to provide such documentation will result in disqualification from selection or immediate termination.

3134.5.3 Probationary Period. The purpose of the probationary period is to give the District and the new employee the opportunity to determine whether employment relationship suits both parties. New employees may be eligible for health benefits under the Affordable Care Act after ninety (90) days of employment, if not enrolled in the District's health care coverage. During the probationary period, the District evaluates the employee's job performance, and it is expected that the employee will use this time period to determine whether the District employment is satisfactory to him or her. Generally, employee evaluations may be performed at three (3) months and/or six (6)

months after the date of hire and shall be performed at the end of the twelve (12) month probationary period. The employee's supervisor will conduct a written performance evaluation to ascertain the advisability of continued employment on a regular basis. However, written evaluations may be done at any time during the probationary period if determined to be necessary by the Supervisor or the General Manager.

Regardless of whether the supervisor completes a written performance evaluation, probationary employees are at-will and the District retains the right to terminate employment with or without cause, during the probationary period, in accordance with California law. Similarly, the probationary employee can end his or her employment at any time with at least two (2) weeks' written no-tice.

New employees hired for regular positions serve a probationary period of twelve (12) months, commencing with their first day of employment. The General Manager, in conjunction with the employee's supervisor, may extend the probationary period one or more times if it is determined that such an extension is appropriate. The status of regular employment following the probationary period shall only occur after a successful evaluation has taken place, and only if confirmed in writing by the District.

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POLICY TITLE:	Separation from District Employment	
POLICY #: 3136	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3136.1 Resignation: To leave District service in good standing, an employee must file a written notice of resignation with the General Manager at least two (2) weeks before the effective date of separation of employment from the District. The General Manager may, however, grant good standing with less notice if he or she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

3136.2 Layoffs: Whenever, in the judgment of the District Board of Directors, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Directors may abolish any position of employment, and the employee holding such position may be laid off or offered the option of moving to another position within the District, if a position is available and if the employee is qualified without disciplinary action and without the right of ap-peal.

3136.2.1 Notification: Employees to be laid off will be given, whenever possible, at least four-teen calendar days prior notice, if possible.

3136.2.2 Order of Layoff: Employees are generally laid off in the inverse order of their seniority in their classification in the department, although this order is subject to business needs. Seniority is determined based upon date of hire in the department. Within each class, and subject to business needs, employees will generally be laid off in the following order: temporary, part-time, probationary, and regular.

In cases where there are two (2) or more employees in the classification in the department from which the layoff is to be made who have the same seniority date, such employees will be laid off on the basis of the last evaluation rating in the class, providing such rating has been on file at least thirty (30) days and no more than twelve (12) months prior to lay off, as follows: (1) all employees having ratings of "improvement needed;" (2) all employees having ratings of "competent;" (3) all employees having rating of "outstanding."

3136.2.3 Transfer in Lieu of Layoff: An employee affected by layoff may be transferred to a vacant position within the same or comparable classification, or a vacant position in any former classification, first within the affected department and then District-wide, which the employee once held as a regular employee, provided that the employee meets the minimum qualifications of said positions and the compensation is at the same or lower rate of pay.

3136.2.4 Re-employment Rights for Laid Off Employees: Regular employees who have been laid off shall be automatically placed on a re-employment list for two (2) years from the date of layoff for the classification from which they were laid off.

3136.2.5 Mass Layoff: If the District finds it necessary to enforce a mass layoff, it must provide at least a sixty (60) day notice prior to the mass layoff. A mass layoff is defined as job loss for at least fifty (50) employees in a thirty (30) day period. California's WARN Act, codified in Labor Code Sections 1400-1408, also applies to the closing of an industrial or commercial facility with at least seventy-five (75) employees, or the relocation of an industrial or commercial facility with at least seventy-five (75) employees to a location at least one hundred (100) miles away.

3136.3 Dismissal of Regular Employees. A regular employee may be dismissed at any time by the General Manager for cause and after following the proper disciplinary termination procedures as outlined in the "Disciplinary Termination" section of these policies.

3136.3.1 A probationary employee may be terminated at any time during a probationary period without right of appeal or hearing. In case of such termination, the General Manager shall notify the probationary employee in writing that he or she is being separated from District service.

3136.3.2 Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

3136.4 Exit Interview: For the purpose of ascertaining potential eligibility for unemployment insurance benefits, **all employees separating from the District for any reason shall be given an interview prior to termination.** The interview shall be conducted by a representative of the General Manager and shall produce specific information as to the causes and reasons for the separation. The information shall be recorded on a standard form provided by the District, which the employee shall be required to sign. A copy of the complete report shall be transmitted to the employee's immediate supervisor and General Manager for comment and be returned for retention in the employee's personnel file.

3136.5 Property Return Agreement. Upon employment with the District, each employee may complete a **Property Return Agreement** if they receive any District property. Property includes, but is not limited to, laptops, cell phones, PDAs, equipment, keys, reports, proprietary information, and any other job-related materials. All District property must be returned prior to departure.

3136.6 Employment Reference Checks: All inquiries regarding a current or former District employee must be referred to the General Manager. Should an employee receive a written request for a reference, he or she must refer the request to the General Manager for handling. Employees may not issue a reference letter to any current or former employee without the permission of the General Manager.

Under no circumstances should an employee release any information about a current or former employee over the telephone. All telephone inquiries regarding any current or former employees of the District must be referred to the General Manager.

In response to an outside request for information regarding a current or former District employee, the General Manager will only verify an employee's name, date of employment, and job title. No other data regarding any current or former District employee will be released unless the employee authorizes the District to release such information in writing, or the District is required by law to furnish any information.

If, however, an employee is contacted to give a personal reference regarding a current or former District employee, he or she is permitted to do so and should emphasize to the inquirer that the reference is personal only and not on behalf of the District. Failure to follow these directions may be cause for disciplinary action up to and including termination.



POLICY TITLE:	Temporary Reclassifications	
POLICY #: 3138	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3138.1 The General Manager may temporarily assign an employee to perform work normally performed by another employee or position classification at a different level or salary.

3138.2 An employee temporarily assigned to perform work of a lower paid classification shall not have his or her salary reduced, and an employee temporarily assigned to perform work of a higher paid classification shall receive compensation equal to either the lowest salary step for that position that would provide for an increase in pay or five percent (5%), whichever is less, for all time spent in the acting position in excess of twenty (20) workdays. Temporary reclassification shall continue only until such time as the employee is returned to his or her original job duties.

3138.3 Temporary assignments to a higher or lower paid classification must be in writing and approved by the General Manager in advance.



POLICY TITLE:	Unlawful Harassment	
POLICY #: 3140	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3140.1 Harassment and discrimination in employment on the basis of sex, race, color, national origin, ancestry, citizenship, religion (including religious dress and grooming practices), age (40 and over), physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis is prohibited by federal and state law. The District does not tolerate unlawful discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment is a violation of these Guidelines. Section 3140 shall also include and apply to members of the District Board of Directors, independent contractors, unpaid interns, volunteers, persons providing services to the District pursuant to a contract, and other persons with whom District employees may come into contact while working.

3140.2 Unlawful harassment in employment may take many forms. Some examples include, but are 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 blocking normal movement, restraining, unwanted touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination or having assisted another employee to report harassment or discrimination.
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by District policy.

Please note that prohibited harassment is not just sexual harassment, but harassment based on any protected category.

3140.3 Sexual harassment under state and federal laws is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment; or adversely affected the employee's performance, appraisal, assigned duties, or any other condition of employment or career development; or
- Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action.

3140.4 Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions from subtle pressure for sexual activity to physical assault. Sexual harassment conduct need not be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Examples of the kinds of conduct included in the definition of sexual harassment are:

3140.4.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

3140.4.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person, sexually degrading words to describe the person, or propositions of a sexual nature.

3140.4.3 The following is a list of some, but not all, actions employees are to avoid that could be interpreted as sexual harassment:

- Unwelcome sexual advances and propositions;
- Offensive flirtations with sexual overtones;
- Sexual innuendo;
- Obscene and suggestive comments;
- Humor or jokes about sex or gender specific traits;
- Sexual or graphic comments about an individual's body, dress, or overall appearance; or
- Sexually suggestive or explicit graffiti, illustrations, visual or printed material in the workplace, including inappropriate emails, internet sites, and social media postings.

3140.5 Abusive conduct or workplace bullying of the District's employees, by any person in or from the work environment, is strictly prohibited. Abusive conduct or workplace bullying is the conduct of any employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interest. Abusive conduct or workplace bullying includes, but is not limited to:

- Repeated infliction of verbal abuse;
- Derogatory remarks, insults, epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or
- Gratuitous sabotage or undermining of a person's work performance.

3140.6 Policy Publicizing. All employees shall be informed of the District's unlawful harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said

policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

3140.6.1 All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at that time by the division manager within whose division they will be working.

3140.6.2 An annual bulletin may also be prepared and distributed to all employees informing them of the District's sexual harassment policy.

3140.7 Complaint Process. Any employee who believes he or she is the victim of unlawful harassment, abusive conduct, or discrimination on any prohibited basis, or who has observed such conduct, or believes he or she is subject to retaliation ("Unlawful Harassment") may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

3140.7.1 An informal complaint is made verbally by the employee to the immediate supervisor and/or HR Manager/Personnel Manager. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file a complaint with any supervisory employee.

3140.7.2 A formal complaint is made in writing using the "Employee Grievance Form," see "Appendix A" in Policy #3120. Said form should be submitted by the employee to their immediate supervisor and/or HR/Personnel Manager. Although submitting the formal complaint with the immediate supervisor and/or HR/Personnel Manager is preferred, the employee is free to submit a formal complaint with any supervisory employee, including the General Manager, or with the President of the Board of Directors, if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.

3140.8 Complaint Response Process. Any supervisory employee who receives a formal or informal Unlawful Harassment complaint shall maintain the confidentiality of the complainant to the extent possible and shall personally deliver said complaint immediately and directly to the division manager, or to the General Manager if the division manager is unavailable or personally involved in said complaint. If the General Manager is unavailable or personally involved in said complaint, then said complaint shall be delivered to the President of the Board of Directors.

3140.8.1 After a formal or informal complaint is received, an impartial investigation shall be conducted by the manager of the division, the General Manager, the HR/Personnel Manager, or another impartial investigator within a timely manner.

3140.8.2 A written record of any investigation of an alleged Unlawful Harassment complaint shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee of the Board if one exists or the entire Board of Directors. If the General Manager is personally involved in the complaint, such findings will instead be provided directly to the Personnel Committee of the Board if one exists or to the entire Board of Directors to determine options and/or remedial action, if appropriate.

3140.8.3 All discussions resulting from said investigation shall be kept confidential to the extent possible by all informed of said investigation.

3140.8.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of this right prior to the commencement of such discussions. Said advocate may support and/or represent the complainant but should not interfere with the integrity of the investigation or the investigatory process.

3140.9 Disciplinary Procedures and Sanctions. If upon the conclusion of the investigation of the alleged Unlawful Harassment claim, the investigator determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate corrective and remedial action shall be taken by the General Manager/Board of Directors against the harasser in accordance with the circumstances involved. The District will also take appropriate action to deter future misconduct. Any employee determined by the District to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including, termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

3140.10 Retaliation. Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the California Department of Fair Employment and Housing ("DFEH") or Federal Equal Employment Opportunity Commission ("EEOC"), or for otherwise participating in any proceedings conducted by the District under this policy or by either of these agencies.

3140.11 Employee should also be aware that the EEOC and the DFEH investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. Information is available at www.eeoc.gov and www.dfeh.ca.gov.



POLICY TITLE:	Inclusive Workplace Policy	
POLICY #: 3141	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3141.1 Purpose. The District is dedicated to maintaining a safe and productive workplace environment for all employees. This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees. This inclusive workplace policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees, and the needs of each transgender or gender non-conforming employee must be assessed on a case-by-case basis. However, in all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee’s workplace integration and minimizing stigmatization of the employee.

3141.2 Definitions. The definitions provided within this policy are not intended to label employees but rather to assist in understanding this policy and the legal obligations of employers. Employees may or may not use these terms to describe themselves.

3141.2.1 Transgender. Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth.

3141.2.2 Gender expression. Gender expression is defined by the law to mean a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth. It includes an individual’s characteristics and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine.

3141.2.3 Gender identity. Gender identity is a person’s internal understanding or sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Each person has a gender identity.

3141.2.4 Gender non-conforming. Gender non-conforming is a term that describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations.

3141.2.5 Transitioning. Transitioning is a process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. This process may include, but is not limited to, changes in name and pronoun usage, facility usage, participation in employer-sponsored activities or undergoing hormone therapy, surgeries, or other medical procedures.

3141.4 Right to Privacy. Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee can decide when, with whom, and how much to share of their private information.

Management, human resources staff, and coworkers should avoid revealing an employee's transgender status or gender non-conforming presentation to others without the transgender employee's consent and should only do so with coworkers who need to know to do their jobs.

3141.5 District Records. The District will change an employee's official employment record to reflect a change in name and/or gender upon request from the employee, to the extent it is possible. Please note that certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person's name can be officially changed. However, to the extent possible, the District will work to reflect an employee's preferred name on District records without proof of a legal name change.

3141.5.1 Name/Pronoun. A transgender employee has the right to be addressed by the name and pronoun corresponding to the employee's gender identity. District employment records will also be changed to reflect the employee's new name and gender, to the extent possible, upon the employee's request.

3141.6 Transitioning. Employees who transition during their employment with the District can expect the support of management and human resources staff. HR will work with each transitioning employee individually to ensure a successful workplace transition.

3141.7 Restroom Accessibility. All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee's gender identity or gender expression, regardless of the employee's sex assigned at birth. Employees shall have access to the restroom corresponding to their gender identity or gender expression. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a unisex single-stall restroom, if available. No employee, however, shall be required to use such a restroom.

3141.8 Locker Room Accessibility. All employees have the right to use the locker room that corresponds to their gender identity or gender expression, regardless of the employee's sex assigned at birth. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, can be provided with a reasonable alternative changing area such as the use of a private area, or using the locker room that corresponds to their gender identity or gender expression before or after other employees. Any alternative arrangement for a transgender employee will be provided in a way that allows the employee to keep their transgender status confidential.

3141.9 Dress Code. The District does not have a dress code that restrict employees' clothing or appearance on the basis of gender. Transgender and gender non-conforming employees have the right to comply with District's dress code in a manner consistent with their gender identity or gender expression.

3141.10 Discrimination/ Harassment. It is unlawful and violates the District's policy to discriminate in any way against an employee because of the employee's actual or perceived gender identity and/or gender expression. Additionally, it also is unlawful and contrary to this policy to retaliate against any person objecting

to or supporting enforcement of legal protections against gender identity and/or gender expression discrimination in employment.

3141.10.1 Investigation. Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention, including, but not limited to, investigating the incident, taking suitable corrective action and providing employees and staff with appropriate resources.

3141.10.2 Complaint. Any employee who believes he, she, or they are the victim of unlawful harassment or discrimination based on gender identity or gender expression shall promptly file a complaint with the immediate supervisor and/or HR/personnel manager. The process for filing a complaint is outlined in [Policy 3140.7](#).

DRAFT



POLICY TITLE:	Whistleblowing Policy	
POLICY #: 3142	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3142.1 It is the policy of HVLCSD [DISTRICT] that its employees should be free to report violations of law, abuse of authority, fraud, economic waste, or gross misconduct, incompetence, or inefficiency without fear of retaliation or retribution. This policy is based on a finding that the District best serves itself and its membership when it can be candid and honest without reservation in conducting the business of the District

The District prohibits retaliation by employees, Board members or volunteers against any staff member, Board member or volunteer for making good faith complaints, reports or inquiries regarding illegal or improper activities under this policy to the District or any law enforcement agency, or for participating in a review or investigation of any such complaints under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The District reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints or reports regarding alleged illegal or improper activities, or who otherwise abuse this policy.

Therefore, the purpose of this policy is to: (1) encourage staff, Board members and volunteers to report to the District any credible information in their possession regarding illegal or improper activities and/or retaliation as defined herein, including violations of the District's policies, promptly to those members of the District specified in this policy; and (2) prohibit the District's Board of Directors, General Manager and supervising employees from retaliating against any employee who reports illegal or improper activities to the District or law enforcement agencies as provided herein; and (3) specify a procedure by which information regarding illegal or improper activities of or retaliation by members of the Board of Directors or employees can be reported to the District and investigated; and (4) provide a hearing process to any employee or Board member who has filed a written complaint with the District alleging actual or attempted acts of retaliation in response to having made a protected disclosure to the District or law enforcement protected by this policy.

3142.2 Definitions:

- a) "Illegal Order" means a directive to violate or assist in violating a federal, state or local law, rule or regulation, or an order to an employee to work or cause others to work in conditions outside of their scope of duty that could unreasonably threaten the health and safety of employees or the public.
- b) "Illegal or Improper Activity" means an activity by a member of the Board of Directors, an employee, or a volunteer of the [DISTRICT] that is undertaken in the performance of that person's duties that is either: (1) a violation of any state or federal law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of property, fraud, coercion, conversion, abuse of property or willful omission to perform a duty; or (2) violates [DISTRICT] policies, is economically wasteful, or involves gross misconduct, incompetency, or

inefficiency. Illegal or Improper Activity includes alleged financial, accounting or audit improprieties and alleged ethical violations by employees or Board members

c) "Protected Disclosure" means a good faith communication from an employee or Board member of the [DISTRICT] to the [DISTRICT] or law enforcement agencies that discloses information that may be evidence of Illegal or Improper Activity.

d) "Retaliation" means an employee or director using or attempting to use his or her official authority or influence over an employee to intimidate, threaten, or coerce any employee in order to interfere with the rights of employees to freely report Illegal or Improper Activity to the [DISTRICT] or a law enforcement agency. Retaliation includes, but is not limited to, promising to confer, or conferring any benefit; affecting or threatening to affect any reprisal; or taking or directing others to take, recommend, or approve any personnel action against an employee making a Protected Disclosure including, but not limited to, demotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action including termination.

3142.3 Encouragement of reporting of illegal or improper activity: [DISTRICT] encourages employees and members of the Board to file complaints or reports about Illegal Orders or Illegal or Improper Activity or alleged Retaliation with the General Manager. All such complaints shall include specific facts supporting any allegation of Illegal or Improper Activity, or Retaliation, as defined by this policy. Complaints of Illegal or Improper Activity or Retaliation may be made anonymously, but such anonymity may impede the ability of the DISTRICT to conduct a thorough investigation. If the General Manager is alleged to be involved in the complaint or report, then such complaint shall be filed with the President of the Board of Directors. If the President of the Board is also alleged to be involved in the complaint, then the complaint or report shall be filed with the [DISTRICT]'s General Counsel.

Other allegations with respect to which the [DISTRICT] has existing complaint, grievance or appeal procedures as specified in the District's policies should be addressed pursuant to those procedures, such as issues of alleged discrimination or harassment which are processed by the [DISTRICT]'s human resources department.

This policy is not intended to provide a procedure for the filing of employee or Board member complaints regarding any employment issues other than whistleblowing activities and protection of employees from Retaliation for making Protected Disclosures.

3142.4 Investigations of Allegations of Illegal or Improper Activity: The General Manager may request that a person submitting a complaint alleging Illegal or Improper Activity provide his or her name and contact information and provide the names and contact information for any persons who could help substantiate the claim. However, this information is not required in order to submit a complaint.

Upon receiving a complaint from any employee or member of the Board that an employee or Board member has engaged in an Illegal or Improper Activity, the General Manager will conduct an investigation of the allegations in the complaint. The identity of the person filing the complaint, or of any person providing information in confidence regarding the facts in the complaint shall not be disclosed without the express permission of the person providing the information. However, the General Manager may disclose the facts in the complaint to a law enforcement agency in the event that an allegation of criminal conduct is contained in the complaint filed with the [DISTRICT].

The General Manager may request the assistance of [DISTRICT] General Counsel and/or any outside consultant for assistance in evaluating an allegation of Illegal or Improper Activity or conducting an investigation of Illegal or Improper Activity as authorized by this policy. The General Manager shall investigate

the allegations in the complaint and prepare a report of the results of the investigation within sixty (60) days of the date of the complaint.

If, upon completion of the investigation, the General Manager finds that an employee or Board member may have engaged or participated in an Illegal or Improper Activity, the General Manager shall make such findings in the investigative report and include recommended actions to prevent the continuation or recurrence of the Illegal or Improper Activity. Such recommendations may include taking disciplinary action against those employees found to have violated this policy, which action may be taken by the General Manager. The investigative report may also recommend imposing sanctions, including loss of office, on those Board members found to have violated this policy. In that event the report shall be filed with the Executive Committee of the Board of Directors which shall comply with the policies of the [DISTRICT] in initiating discipline against a member of the Board of Directors. The [DISTRICT] shall keep confidential all investigation work product including the investigative report.

3142.5 Complaints of Retaliation and Investigation. An employee or volunteer who believes he or she has been subjected to Retaliation as defined and prohibited by this policy shall file a written complaint with the General Manager which specifies the alleged retaliatory conduct and identifies the individuals allegedly engaged in such conduct.

Upon receipt of the complaint the General Manager shall commence an investigation of the allegations contained in the complaint of Retaliation, which shall include interviews of the complainant and any potential witnesses. The General Manager may utilize the services of [DISTRICT] General Counsel and/or other consultants in conducting such investigation and preparing an investigation report. A written investigation report regarding the alleged Retaliation shall be completed within thirty (30) days of receipt of a complaint of Retaliation.

Based on the investigation, the General Manager shall make a determination as to whether Retaliation occurred in violation of this policy and, if so, what steps should be taken to remedy the situation. The General Manager's decision shall be communicated to the complaining employee. In making his or her determination, if it is alleged that improper disciplinary action was taken against the complaining employee in Retaliation for having made a Protected Disclosure, the General Manager shall consider whether the taking or failing to take any personnel action with respect to an employee who has complained of Retaliation is justified on the basis of evidence separate and apart from the fact that the person has made a Protected Disclosure, such as inadequate job performance. If the evidence in the investigation reveals that a Protected Disclosure was a contributing factor in the alleged Retaliation against a former or current employee, the burden of proof shall be on the supervisor or other employee imposing the discipline to demonstrate by clear and convincing evidence that the alleged personnel action would have occurred for legitimate, independent reasons even if the complaining employee had not engaged in Protected Disclosures of Illegal or Improper Activity.

The investigation report of the alleged Retaliation prepared by the General Manager shall include a written decision as to whether this policy has been violated. If the investigation report concludes that this policy has not been violated and the complaining employee disagrees with the determination of the General Manager, the complaining employee may appeal in writing the decision to the Board of Directors. That appeal must be filed within ten (10) business days of receipt of the investigation report and decision of the General Manager.

If an appeal is filed, the Board of Directors shall conduct a hearing of the complaining employee's appeal and hear and receive all evidence submitted by the complaining employee. In hearing the appeal, the Board of Directors may take evidence, and hear testimony from the complaining employee and other witnesses. The Board of Directors shall consider whether an activity protected by this policy was a contributing factor in the alleged Retaliation against the complaining employee and if the alleged retaliatory action could have occurred

for legitimate, independent business reasons even if the complaining employee had not made Protected Disclosures. The Board of Directors shall render a final decision in writing to the complaining employee within thirty (30) days after completing the hearing which concludes whether Retaliation prohibited by this policy has occurred or not. If the Board of Directors finds that the provisions of this policy have been violated, it shall order that any personnel action taken against the complaining employee be reversed and that a memorandum be placed in the employee's personnel file indicating the results of the decision of the Board of Directors on appeal.

A complaining employee shall be required to exhaust his or her administrative remedies by filing an appeal with of the Board of Directors regarding any alleged violation of this policy before being entitled to commence a civil action in the Superior Court.

DRAFT



POLICY TITLE:	Telecommuting Policy	
POLICY #: 3144	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3144.1 Telecommuting, also called “telework,” or performing work for one’s employer from home or a remote location, is becoming an increasingly desirable employment model. High-speed internet connections, smart phones, and innovative telecommunications equipment routinely facilitate off-site work. Allowing employees, the freedom to perform their job in locations other than on HVLCSD property can improve employee performance, productivity and morale; facilitate optimum utilization of HVLCSD office facilities; promote employee health and wellness; improve employee recruitment and retention; enhance the working life and opportunities of persons with disabilities; and effectively continue business as part of a disaster recovery or emergency plan.

Therefore, the purpose of this policy is to: (1) encourage employees who desire and are able to work from home or another remote location to discuss the feasibility of such an arrangement with their immediate supervisors; (2) develop a uniform policy for employees who work remotely; and (3) ensure that all telecommuting arrangements are in full compliance with applicable laws governing workplace safety, employee rights and responsibilities, and HVLCSD policies.

3144.2 Eligibility

Only employees whose job duties can be performed away from the HVLCSD office (or other primary work location) may be considered for participating in a telecommuting program. In addition, other criteria shall be considered in determining whether to grant a specific request for telecommuting. These other criteria may include, but are not limited to, years of employment at HVLCSD; whether the employee’s past work performance has shown reliable and responsible performance of work duties over time; whether the employee can reliably provide alternative work space; whether the employee’s absence from the primary work location will disrupt the workflow of other employees and/or overall management of HVLCSD; and whether the employee can demonstrate full understanding of the requirements of this policy. Supervisors may use other reasonable criteria in addition to these examples.

Telecommuting during a probationary or introductory period shall not be granted because of the need to clarify job responsibilities with the employee and to assess the employee’s suitability for continued employment, and because of the employee’s need to establish relationships with co-workers.

Employee participation in telecommuting is voluntary and granted only at the discretion of the employee’s immediate supervisor. HVLCSD has the right to refuse to make telecommuting available to any employee.

HVLCSD has no obligation to allow one employee to telecommute merely because another employee who performs the same or similar job duties has been approved for telecommuting. An employee may decline a suggestion to telecommute made by a supervisor.

A request to telecommute may be initiated by either the employee or the employee's supervisor.

3144.3 Work Schedule

All telecommuting work schedules are at management's discretion. Telecommunicating arrangements do not necessarily provide the employee with a flexible work schedule. The work schedule shall be consistent with the operational needs of the employee's work group and department and overall management of HVLCSD. As with any work schedule, management has the discretion to change or eliminate telecommuting arrangements to meet operational needs, or at the employee's reasonable request.

Telecommuters may be required to spend a minimum number of work days per week or per month at their primary onsite work location. Operational needs may also demand the presence of a regularly telecommuting employee in the office on a regularly scheduled telecommute day, with or without advance notice. Management shall attempt to provide as much notice as possible to the telecommuting employee.

Telecommuters shall maintain regular contact with supervisors and co-workers by phone and e-mail while they are telecommuting. Unless granted express permission by the employee's immediate supervisor, employees shall expect to adhere to a regular workday schedule as if they were present in the office and shall be in communication by phone and e-mail during those hours.

3144.4 Meetings at the Telework Site

Telecommuting employees are not permitted to conduct work-related meetings at their remote worksites. Meetings must be conducted either onsite or through teleconferencing. Absent express written authorization from the telecommuting employee's supervisor, no other HVLCSD employee is permitted to conduct DISTRICT business at the remote worksite.

3144.5 Benefits and Compensation

All benefits and compensation will be based on the employee's position, with no distinction made between telecommuting and onsite employees. All applicable contracts, agreements and policies governing an employee's position shall continue to apply in the telecommuting program.

3144.6 HVLCSD Policies

Employees who telecommute are bound by all HVLCSD policies as if they were working onsite or on District property. This includes policies governing appropriate conduct in the workplace and towards one's fellow employees, regardless of working location. Any employee who violates any of HVLCSD's policies while telecommuting shall be subject to revocation of his or her telecommuting arrangement, in addition to any disciplinary measures that would be taken if the employee was working onsite.

3144.7 Health and Safety

HVLCSD is committed to ensuring a safe worksite in compliance with the rules and guidelines set forth by the Division of Occupational Safety and Health (Cal/OSHA). Employees who telecommute are responsible for designating one area in their home as the worksite. The employee's direct supervisor or other designated manager shall review the applicable health and safety rules with the employee, and the **employee must**

complete a checklist and certify in writing that the worksite meets all of the requirements for a safe and healthy work environment. The employee must also certify in writing that, should any condition arise at the worksite so that the health and safety requirements are no longer met, or if any other hazardous condition occurs, the employee will notify his or her supervisor immediately and cease working at the remote worksite until the condition has been remediated. The employee shall not be permitted to resume telecommuting from the remote worksite without the express authorization of his or her supervisor.

Upon reasonable notice, management has the right to inspect the employee's designated worksite. If the employee refuses such a request, he or she may not be allowed to continue telecommuting. Management reserves the right to refuse or rescind a telecommuting agreement based on the employee's failure to adhere to the guidelines, or if a supervisor or other manager makes the reasonable assessment that the employee's worksite poses a health or safety risk.

If an employee incurs an injury or illness in the course or scope of employment while telecommuting, Workers' Compensation laws apply. Employees must immediately notify their supervisor and complete all necessary paperwork as required by HVLCSO.

Actions that the telecommuter may take during break periods from working and actions not directly related to the approved remote worksite will not be covered under Workers' Compensation. These non-covered actions include, but are not limited to, all actions that the employee would not be able to perform in his or her HVLCSO office, such as caring for children or pets, domestic tasks, yard work, retrieving the mail, cooking, exercising, and interacting with non-HVLCSO employees for non-business purposes.

HVLCSO shall in no instance be liable for injuries to third persons, including members of the telecommuting employee's family, who enter the employee's worksite or otherwise interact with the employee or use his or her home office equipment.

HVLCSO understands that compliance with the health and safety provisions of this policy does not necessarily provide the reasonable accommodations required by employees with disabilities. Telecommuting employees with disabilities shall be entitled to the same rights and accommodations they would be entitled to under all applicable state and federal laws and HVLCSO policy. Telework may be provided as a reasonable accommodation, and such arrangement is addressed in a separate reasonable accommodation policy.

3144.8 Performance Standards and Evaluation

An employee participating in a telecommuting arrangement is accountable under the same performance standards as employees working onsite. As in "regular" office assignments, supervisors and employees should discuss and understand what is expected to be produced during telecommuting hours and when assignments are due. Supervisors and employees should also arrange when and how to make contact with each other on telecommuting days. Employee performance must remain satisfactory or above to participate in the telecommuting program.

3144.9 Business Expenses and Reimbursement

Expenses incurred as a result of telecommuting will not be reimbursed by HVLCSO unless they are normally reimbursable pursuant to HVLCSO policies, or pre-approved in advance at the sole discretion of the employee's supervisor. Such non-reimbursable expenses include, but are not limited to, utility costs, computer repair or replacement, purchase of office equipment or furniture, and travel to and from the primary HVLCSO worksite if required to be onsite.

Telecommuting employees may use HVLCSD office equipment and supplies at any time, according to need. For example, a telecommuting employee is allowed to come to HVLCSD's office to use printing and copying equipment, administrative assistance, or other office resources to which the employee would have access if he or she was working onsite. With the advance approval of the employee's supervisor, a telecommuting employee may be permitted to take HVLCSD office supplies to his or her remote worksite to facilitate productivity. Such supplies may include printer paper, pens and pencils, or other miscellaneous office-related items. Employees should not remove any item from HVLCSD property to use offsite without the express permission of his or her supervisor.

3144.10 Use of Personal Computers, Smart Phones and Other Technology

Telecommuting employees using their personal computers, internet connections, smart phones and other technology are responsible for ensuring and certifying that they meet the same security standards as if they were using HVLCSD technology. Those standards vary across departments, and it is the responsibility of the supervisor to discuss electronic security with the telecommuting employee and assess whether the employee's remote worksite ensures the level of security required by HVLCSD and/or department. At the supervisor's discretion, the telecommuting employee may be required, as a condition of telecommuting, to establish a secure internet connection, install enhanced password protection or encryption software, keep confidential materials in a locked or otherwise secured location, restrict non-employees' (such as family members') usage of computers or smart phones used for HVLCSD business, and any other measure required to maintain HVLCSD's information security standards.

Any and all policies governing employee usage of HVLCSD computers, internet connections and mobile devices shall apply to telecommuting employees when they are using their personal equipment in the course and scope of employment, and when they are using HVLCSD technology at any time. Employees using HVLCSD technology or conducting HVLCSD business on personal devices have no expectation of privacy.

3144.11 Equal Opportunity

This policy does not alter HVLCSD's commitment to maintaining an equal opportunity, discrimination-free workplace. All HVLCSD policies, as well as all state and federal laws, governing HVLCSD's anti-discrimination policy apply uniformly to telecommuting and onsite employees.

3144.12 Harassment-Free Workplace

This policy does not alter HVLCSD's commitment to maintaining a harassment-free workplace. All HVLCSD policies, as well as all state and federal laws, governing HVLCSD's anti-harassment policy apply uniformly to telecommuting and onsite employees.

Any employee who feels he or she has been subjected to harassment in the course of performing HVLCSD business should report the incident in accordance with HVLCSD's anti-harassment policy. Investigations of alleged harassment shall be conducted in the same manner for telecommuters as for onsite employees, regardless of where the incident occurred.

3144.13 Procedure

Employees who wish to telecommute are encouraged to contact their immediate supervisor to discuss the feasibility of such an arrangement. Employees may arrange to telecommute regularly, or on an as-needed basis. Same-day requests for telecommuting cannot be granted unless the employee has already certified to a safety-compliant worksite and discussed information security with his or her supervisor.

All telecommuting arrangements are subject to ongoing review and may be revoked at any time. Nothing in this policy shall grant a telecommuting employee any rights he or she would not have if working onsite, nor shall it limit his or her rights under all applicable HVLCSD policies and state and federal laws.

I understand, acknowledge and agree to abide by all of the provisions contained in this policy.

[EMPLOYEE]

[SUPERVISOR]

DRAFT



POLICY TITLE:	Dress Code and Personal Standards	
POLICY #: 3200	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3200.1 At HVLCSD professional image is important and is maintained, in part, by the image that employees present to customers, residents, visitors, vendors, and others in our business. In choosing appropriate work attire, employees should consider factors including tastefulness, anticipated public contact, the nature of the job, and working conditions.

3200.1.1 All employees that are required to wear uniforms shall wear the appropriate uniform for their work area. Employees are permitted to wear the uniform only during their work hours, work time, or traveling to and from work, or while representing the District. Employees shall not wear his or her District uniform while off-duty. Employees should report to work on time and in uniform.

3200.2 HVLCSD expects all employees to use good judgment and taste in matters of personal grooming and dress. Attire should be in keeping with the dignity and image of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably professional and conservative attire, and conduct themselves in a businesslike manner.

3200.2.1 [OPTIONAL] No visible tattoos are allowed anywhere on the head, face, or neck, unless for religious reasons or purposes that the employee professes or provides information of religious affiliation or associate. Any visible tattoos cannot be obscene, sexually explicit, or otherwise violate the District's policy against unlawful harassment or discrimination. All non-conforming tattoos must be covered with clothing or a bandage while at work.

3200.2.2 [OPTIONAL] No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part (including the tongue or any part of the mouth) except that an employee may wear two sets (i.e., four holes total) of reasonable-sized (i.e., small and professional-looking) earrings in the ear lobe. Piercings as described herein shall be allowed if the employee provides information of religious affiliation or association related to his or her piercings. Any non-conforming piercing shall be removed, covered with a bandage, or re-placed with a clear, plastic spacer while the employee is working.

3200.3 In all cases, supervisors will assist employees to determine what is considered appropriate attire for the particular situation. All clothing should be clean and without rips or holes. The following is offered as a general guideline:

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

Business Attire (Board & Special Meetings): Generally, will include suits, sport coats, dress shirt and tie and dress slacks unless excused by the General Manager in advance.

Field Work Attire (All times): Field or facility work may require special uniforms or equipment. Employees shall consult with a supervisor on requirements in advance. No personal hats or jackets, including with logos or names on them other than the District, shall be allowed.

3200.4 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. Employees who violate HVLCSD dress code policy or grooming standards may be subject to disciplinary action, up to and including termination.

3200.5 No Discrimination

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state or local law. Employees have the right to comply with District's dress code in a manner consistent with their gender identity or gender expression. Employees who need a reasonable accommodation for clothing attire because of religious beliefs, observances, or practices should contact the Human Resources Manager to discuss the need for accommodation.

DRAFT



POLICY TITLE:	Housekeeping	
POLICY #: 3205	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3205.1 All employees are expected to keep their work areas clean and organized and also assist in maintaining an overall clean work environment. Employees using common areas such as lunchrooms and restrooms or equipment are expected to keep them clean and sanitary. Employees are requested to clean up after meals and dispose of trash properly.

DRAFT



POLICY TITLE:	Outside Employment	
POLICY #: 3210	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3210.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

- The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,
- The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,
- The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

3210.2 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.



POLICY TITLE:	Receipt of Gifts	
POLICY #: 3215	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3215.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

- Is customary and gives no appearance of impropriety and does not have more than a nominal value;
- Does not impose any sense of obligation on either the giver or the receiver;
- Does not result in any kind of special or favored treatment;
- Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.
- Is given and received with no effort to conceal the full facts by either the giver or receiver.



POLICY TITLE:	Uniforms and Protective Clothing	
POLICY #: 3220	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3220.1 The cost of uniforms and/or protective clothing, shoes, etc., that employees are required to wear shall be borne by the District. All employees required to wear uniforms provided by the District must take care of their uniforms and report any wear or damage to their supervisors. Supervisors will inform employees of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing.

3220.2 The District has the option of authorizing reimbursements to qualifying employees upon receipt or proof of purchase. The District may also make an arrangement with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements and bill the District for the total cost of all products purchased.

3220.3 Upon separation from District employment, all clothing with District logos or other uniforms or clothing items that identify a person as a District employee are to be washed and returned to the supervisor or manager from whom the employee received the clothing item.



POLICY TITLE:	Internet, Email and Electronic Communications	
POLICY #: 3300	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

The District has established this policy to ensure that the District employees use the District-provided computer resources, such as the internet and email, in an appropriate manner.

3300.1 The District believes that employee access to and use of the internet, email, and other electronic communications resources, benefits the District and makes it a more successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success. Employees should have no expectation of privacy in work-related emails or internet usage while using District computers.

3300.2 Rules Regarding Prohibited Use

Employees shall not use the District internet and email in an inappropriate manner. Prohibited use of the internet and email systems includes, but is not limited to:

- a) Accessing internet sites that are generally regarded in the community as offensive (e.g., sites containing pornography or that exploit children), or accessing sites for which there is no official business purpose (e.g., social media websites or online shopping websites).
- b) Engaging in any profane, defamatory, harassing, illegal, discriminatory, or offensive conduct or any conduct that is otherwise inconsistent in any way with the District policies.
- c) Distributing copyrighted materials.
- d) As computer viruses can become attached to executable files and program files, receiving, or downloading executable files and programs via email or the internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include email or documents received via email and the internet.
- e) Use of another person's name or account, without express permission of the System Administrator, is strictly prohibited.
- f) Using the District's computer resources for personal social media, online shopping, and other similar online commercial activity.
- g) Employees must respect all copyright and licensed agreements regarding software or publication they access or download from the internet. The District does not condone violations of copyright laws and

licenses and the employee will be personally liable for any fines or sanctions caused by the employee's license or copyright infringement.

3300.3 Additional Guidelines

Employees are expected to understand and comply with the following additional guidelines regarding use of the internet and District computer systems.

- a) Internet access is to be used for the District business purposes only. Employees who have completed all job tasks should seek additional work assignments. Use of the internet should not interfere with the timely and efficient performance of job duties. Personal access to the internet and email is not a benefit of employment with the District. Limited personal use of the District's systems to access internet, email, and other electronic communications may be permitted only during the employees' authorized break time.
- b) Employees do not have any right or expectation to privacy in any of the District computer resources, including email messages produced, sent, or received on the District computers or transmitted via the District's servers and network. The District may monitor the contents of all computer files and email messages to promote the administration of the District operations and policies.
- c) Employees' access to and use of the internet, email, and other electronic communications on the District systems is monitored, and such files and electronic communications may be reviewed by the District at any time. Employees have no expectation of privacy.
- d) Deleting an email message does not necessarily mean the message cannot be retrieved from the District's computer system. Backup copies of all documents, including email messages, that are produced, sent, and received on the District's computer system, can be made.
- e) Email and any attachments are subject to the same ethical standards, and standards of good conduct, as are memos, letters, and other paper-based documents.
- f) **Currently all District email sent is not encrypted.** Unencrypted email is not a secure way of exchanging information or files. Accordingly, employees are cautioned against transmitting information in an email message that should not be written in a letter, memorandum, or document available to the public.
- g) Email, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.
- h) Virus scanning software shall be used where provided.
- i) It is advisable for all employees of the District to remind customers, clients, and contractors of security issues when sending confidential email or documents to the District via email. If applicable, our customer, clients, or contractors should be reminded to implement a security policy and make sure their employees understand the ramifications of sending confidential information via email.
- j) Employees must scan all downloadable materials before using or opening them on their computers to prevent the introduction of any computer virus.



POLICY TITLE:	Authorized Leave	
POLICY #: 3400	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3400.1 With the approval of the General Manager or other responsible managing employee, an employee may request an unpaid leave of absence without pay for a period of up to six months [shorter or longer period of time optional].

3400.2 Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before an unpaid leave of absence can be granted.

3400.3 Employees will not accrue benefits available to regular employees of the District (e.g., vacation, holiday, or sick leave) during an unpaid leave of absence.

3400.4 Dependent upon the reason for the leave and due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months [shorter period of time optional]. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.



POLICY TITLE:	Bereavement Leave	
POLICY #: 3405	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

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POLICY TITLE:	Catastrophic Time Bank	
POLICY #: 3410	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

This policy is applicable only to non-exempt employees, both as to use of and donation to a catastrophic time bank.

3410.1 At the discretion of the General Manager, employees will be permitted to transfer eligible leave credits to a time bank to be used by an employee when a non-work related catastrophic illness or injury occurs.

3410.1.1 Definitions used in the application of this rule:

- a) Catastrophic illness or injury is defined as a non-work related illness or injury which is expected to incapacitate an employee, and which creates a financial hardship because the employee has exhausted all of his/her sick leave and other paid time off.
- b) A time bank is one or more hours of leave credit donated by one or more employees to another employee who has been incapacitated by a catastrophic illness or injury.
- c) Eligible leave credits include vacation and/or compensating time off (CTO). They do not include sick leave.

3410.1.2 A time bank for catastrophic illness or injury may be established:

- a) Upon the written request of an employee;
- b) Upon determination by the General Manager that the employee in the District is unable to work due to the employee's catastrophic illness or injury; and
- c) That the employee has exhausted all paid leave credit.

3410.1.3 If a time bank is established, any employee may, upon written notice to the Administrative Services Manager, donate eligible leave credits in one-hour increments, up to a maximum of 40 hours in a one-year period, to the time bank. Donations will be reflected as an hour for hour deduction from the leave balance of the donating employee. When transferring leave credits into a time bank, the District will assure that only credits that may be needed are transferred. The employee donating the hours shall remain responsible for any applicable taxes or other expenses for the used hours.

3410.1.4 In order to receive time from the time bank, an employee must provide appropriate verification of illness or injury as determined by the District. The employee for whom the time bank is established will have any time which is donated to the time bank transferred to his account in one-hour increments for use as sick leave only. Donated credits will be reflected as an hour-for-hour addition to the leave balance of the receiving employee. The total amount of leave credits donated may not exceed an amount sufficient to insure the continuance of regular compensation. An employee who receives time through this program shall use any leave credits he/she continues to accrue on a monthly basis prior to receiving time from the time bank.

3410.2 Use of time from the time bank may not be used to augment benefits received due to a work-related injury or illness.

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POLICY TITLE:	Compensation	
POLICY #: 3415	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3415.1 This policy shall apply to all District employees.

3415.2 Compensation at Hiring.

3415.2.1 New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

3415.2.2 Advanced Step Hiring. If the General Manager determines that qualified applicants cannot be successfully recruited at the first step of the wage range, he/she may request the Board of Directors to authorize an appointment at an advanced step of the wage range.

3415.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

3415.3 Merit Advancement within Range.

3415.3.1 Performance Evaluation Required. The General Manager or other responsible managing employee shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

3415.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

3415.3.2.1 New Employees. A person hired as a new employee shall have a merit advancement date which is 6 [six, 12, etc.] months following the appointment date.



POLICY TITLE:	Educational Assistance	
POLICY #: 3420	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3420.1 Employees of the District are encouraged to pursue educational opportunities which are related to their present work, which will prepare them for foreseeable future opportunities within the District or which will prepare them for future career advancement.

3420.2 The District will reimburse regular employees for approved courses of study on the following criteria:

- a) A refund of the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or better for the class.
- b) A refund of one-half (1/2) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.
- c) No refund will be made to employees who receive a grade below "C" for the class.
- d) The total amount of reimbursement which will be paid to an employee is limited to \$ _____ in any calendar year.

3420.3 To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the General Manager. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half (1/2) of the usual reimbursement.

3420.4 Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the General Manager.

3420.5 Two types of classes are generally eligible for reimbursement per this policy:

- a) Classes that are related to the employee's present work assignment or that may prepare him/her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.
- b) Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

3420.6 Only residence courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.



POLICY TITLE:	Family and Medical Leave	
POLICY #: 3425	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3425.1 The purpose of this policy is to clarify how HVLCSD will implement the Family and Medical Leave Act of 1993 (FMLA).

3425.2 Eligibility.

To be eligible for leave under the FMLA, an employee must have: (1) been employed by HVLCSD for at least 12 months within a 5-year period, which need not be consecutive; (2) worked for HVLCSD at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seven-ty-five (75) miles of the worksite.

3425.3 Leave Benefit.

a) Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a child, parent, or spouse with a serious health condition. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails

- 1) Inpatient care in a hospital, hospice, or residential medical care facility; or,
- 2) Continuing treatment by a health care provider.

b) To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the District, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the General Manager's prior approval. If a husband and wife are both employed by HVLCSD, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

c) Employees on leave who were previously covered by [District]'s health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

d) At the end of the leave the employee will be reinstated to his/her previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employee will not accrue seniority or employment benefits during the leave period. [District] may also require the employee to obtain medical certification that they are able to resume work.

3425.4 Employee Obligations

a) If the event necessitating the leave is foreseeable, the employee must provide his or her division manager with at least 30 days' prior written notice. However, if 30 days advance notice for fore-seeable leave is not practicable; the employee must provide the division manager with as much notice as practicable.

b) Employees seeking leave on account of a serious health condition must provide the division manager with medical certification regarding their condition. The General Manager may require employees to obtain, at HVLCSD's expense, a second opinion. If the second opinion differs from the first, the General Manager may require a third opinion from a mutually agreed on health care provider.

c) For most leaves, employees will not be permitted to take their leave intermittently or on a reduced leave schedule without the General Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

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POLICY TITLE:	HOLIDAYS	
POLICY #: 3430	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3425.1 This policy shall apply to all employees.

3425.2 The following days shall be recognized and observed as paid holidays:

New Year's Eve;

New Year's Day;

Martin Luther King, Jr.'s Birthday;

President's Day;

Memorial Day;

Independence Day;

Labor Day;

Veteran's Day;

Thanksgiving (Thurs & Fri);

Christmas 24th

Christmas Day

(2) Floating Holidays

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3425.3 All regular work shall be suspended, and employees shall receive one-day's pay for each of the holidays listed above. A full-time employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified the General Manager or Supervisor and received permission to be absent from work on that specific day or days.

3425.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

3425.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

3425.6 While not required by law, if any non-exempt employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #3122, "Hours of Work and Overtime."

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POLICY TITLE:	Jury Duty	
POLICY #: 3435	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3435.1 This policy shall apply to probationary and regular employees in all classifications.

3435.2 An employee summoned for jury duty will immediately notify his/her immediate supervisor or General Manager.

3435.3 While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workaday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

2015 POLICY An employee receiving witness fees or jury service fees, shall remit such fees to the Administrative Services Officer in order to be considered at work for payroll purposes during the time spent as such witness or serving on the jury. The employee is entitled to retain any mileage allowance the court pays.



POLICY TITLE:	Leave for Crime Victims and Family Members	
POLICY #: 3440	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3440.1 An employee who is a victim of a crime, a member of a crime victim's immediate family (spouse, child, stepchild, sibling, stepsibling, parent, or stepparent), a registered domestic partner of a crime victim, or the child of a registered domestic partner of a crime victim shall be allowed to be absent from work in order to attend judicial proceedings related to that crime, subject to the District's General Manager determining that work requirements may be maintained during the absence.

3440.2 "Victim" means a person against whom one of the following crimes has been committed:

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

3440.3 Prior to an employee being absent from work, the employee must provide the District with a copy of the official notice provided to the victim of each scheduled proceeding.

3440.4 An employee absent from work to attend a scheduled proceeding may elect to use accrued vacation leave, sick leave, compensatory time off, or unpaid leave time.

3440.5 The District shall keep confidential any records regarding an employee's absence from work pursuant to this Policy.



POLICY TITLE:	Military Leave	
POLICY #: 3445	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3445.1 Military leave is a form of a personal leave of absence subject to federal and state applicable laws and regulations. Leaves of absence and re-employment resulting from service in the National Guard or U.S. Military Armed Forces will be in accordance with applicable State and Federal laws. A copy of the applicable, official military orders for training or active duty must accompany an employee's request for a leave of absence.

3445.2 An employee who is assigned to an U.S. Military Armed Forces Reserve organization and is subject to active or inactive duty training will be granted leaves of absence without pay, generally for up to two (2) weeks per calendar year unless additional time is approved by [General Manager or Board of Directors].

3445.3 The following conditions also apply: The employee may remain in paid status while using appropriate accrued leave balances (vacation) to supplement his/her military pay to maintain the equivalent of full salary.

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POLICY TITLE:	Pregnancy Disability Leave	
POLICY #: 3450	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3450.1 Any female employee planning to take Pregnancy Disability Leave (PDL) should advise their supervisor as soon as possible. The employee should also inform their supervisor when such leave is expected to begin and how long it will likely last. The employee should make arrangements with their supervisor regarding the scheduling of any planned medical treatment or appointments in order to minimize disruption to the operations of the District

3450.2 Upon the request of an employee and recommendation of the employee's health care provider, the employee's work assignment may be modified if necessary, to protect the health and safety of the employee and her child.

3450.3 The following conditions also apply:

3450.3.1 PDL begins when ordered by the employee's health care provider. The employee must provide their supervisor with a certification from a health care provider containing:

- a) The date on which the employee became disabled due to pregnancy;
- b) The probable duration of the period or periods of disability; and
- c) A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- d) Return to work from PDL will be allowed only when the employee's health care provider endorses a release that must be submitted to the employee's supervisor.

3450.3.2 The duration of the leave will be determined by the employee's health care provider, but in accordance with regulations may be for not more than 17 1/3 weeks or 693 hours. Regular part-time employees are entitled to leave on a pro rata basis. The 17 1/3 weeks or 693 hours of available leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

3450.3.3 The employee will remain in paid status while using appropriate accrued leave (sick or vacation) during a PDL to satisfy any disability waiting periods and/or to supplement disability benefits in order to maintain the equivalent of full salary.

3450.3.4 The employee will be in non-paid status after exhaustion of appropriate accrued leave balances or at the employee's election to not use accrued leave benefits.

3450.3.5 During the period of PDL HVLCSD will continue payment of all premiums for employee benefit plans in place at the time the leave begins. HVLCSD will also continue the employer contribution for employee benefit premiums as if the employee were not in leave status, as required by law or regulations. The employee must reimburse HVLCSD for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by HVLCSD within 30 days of the date of the invoice or written notification. If [HVLCSD does not receive the reimbursement from the employee within 30 days, HVLCSD can cancel any policies and/or plans for which they have not been reimbursed.

3450.4 Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a PDL, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a PDL has no greater right to reinstatement than if the employee had been continuously employed.

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POLICY TITLE:	Rest & Meal Periods	
POLICY #: 3455	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3455.1 While not required by law, all regular, full-time employees may take periods of rest during the workday as practicable and consistent with operational interests and in accordance with state law.

3455.2 Employees are required to notify their immediate supervisor, where feasible, at the beginning of any break or meal periods. Please keep in mind that when employees are not on a break, they are expected to devote their full efforts to their duties.

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POLICY TITLE:	Sick Leave	
POLICY #: 3460	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3460.1 This policy shall apply to probationary and regular employees in all classifications.

3460.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the General Manager or immediate Supervisor.

3460.3 Employees shall earn sick leave at the rate of one working day per month, cumulative to a maximum of 60 days. The determination of total accumulated sick leave days shall be made on January 2 of each year.

Current District Policy: Regular full-time employees earn and accumulate sick leave credit at the rate of 20% of the standard average workweek for each full month of continuous service if the employee has worked or has been on authorized leave of absence with pay. An employee continues to earn sick leave while on any paid leave. An employee shall not receive payment for unused accumulated sick leave upon termination of employment or retirement (either disability or regular). An employee may not use sick leave to extend a retirement (either disability or regular) or termination date. This prohibition shall not affect an employee's right to obtain sick leave credit with PERS.

3460.4 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

3460.4.1 A "child" means a biological, adopted, or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.

3460.4.2 A "parent" means a biological, foster, or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

3460.4.3 The term "spouse" is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

3460.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular workday, or as soon thereafter as practical.

3460.6 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the General Manager or Supervisor.

3460.7 **Current District Policy** Exhaustion of Sick Leave. In the event an employee uses all of the sick leave the employee has accrued, upon the approval of the supervisor, the employee may have any other paid leave days which the employee has accrued deducted for each day or portion thereof he/she is absent due to illness. This deduction will continue until the employee either returns to work or uses all his/her accrued leave time. With the concurrence of the General Manager, the supervisor may, allow the employee to take a leave of absence without pay if the employee does not have any paid leave time or sick leave remaining to his/her credit.

3460.8 **Current District Policy** Penalty For Sick Leave Abuse.

3460.8.1 The District's successful operation depends in large part upon the attendance of each of its employees. Employees have an important job that fits into a pattern of service. Unnecessary and unexcused absences, therefore, are undesirable because they affect not only operations but the way in which fellow employees are able to do their jobs. It is important to have a uniform attendance policy to avoid any misunderstandings regarding attendance expectations.

3460.8.2. Any unapproved absence may constitute cause for disciplinary action, up to and including discharge from employment.

3460.8.3. Abuse of Sick Leave and Excessive Absenteeism: If it appears that an employee is abusing sick leave or using sick leave excessively, the employee will be counseled that continued use of sick leave may result in a requirement to furnish a medical certificate for each such subsequent absence for sick leave regardless of duration. Continued abuse of leave or excessive use of sick leave constitutes grounds for dismissal.

a. "Abuse of sick leave" means the misrepresentation of the actual reason for taking sick leave, using sick leave for unauthorized purposes, failure to report sick leave, and may include chronic, persistent or patterned use of sick leave.

b. "Excessive absenteeism" is a level of absence, other than protected leaves, that significantly disrupts the work of the District. Absenteeism may be excessive even where the employee remains able to draw upon accrued leave accounts. An employee may be considered excessively absent when he/she has used an above average amount of unscheduled leave (40 hours or more), excluding any protected leaves.

3460.8.4. The General Manager shall have the authority to request a physician's note substantiating any illness for a return-to-work report, provided privacy laws are observed. When, the employee's reasons for being absent are inadequate, and/or not consistent with the eligibility requirements for use of sick leave, at the discretion of the General Manager, a change to the payroll time report will be

made to indicate the absence was leave without pay. In addition, the employee is subject to disciplinary action.

[OPTIONAL]

3460.7 Unused sick-leave time may be "bought back" by the District at a rate of one-half (½) day [specify whatever rate your district provides] for each whole day accrued. Said buy back shall be limited only to time over and above 30 days of accrued sick leave. No more than 12 days of accrued sick leave shall be bought back in any given calendar year unless employment is terminated for non-cause reasons, in which case all accrued sick leave over and above 30 days shall be bought back at said one-half (½) rate. Termination for cause shall result in loss of all accrued sick leave.

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POLICY TITLE:	Time Keeping/Time Records	
POLICY #: 3465	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3465.1 It is the responsibility of every non-exempt employee to accurately record time worked. Federal and State laws require HVLCSD to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

3465.2 Overtime compensation will be paid to qualified hourly employees. Overtime work must always be approved by a supervisor before it is performed. In accordance with Federal law, HVLCSD rounds this time to the nearest one-quarter hour/fifteen minutes.

3465.3 It is the employee's responsibility to sign and submit on time his/her time records certifying the accuracy of all time recorded for compensation.

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POLICY TITLE:	Unauthorized Voluntary Absence	
POLICY #: 3480	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3480.1 Voluntary absence from work without permission for three (3) consecutive working days shall be considered an automatic resignation.

3480.1.1 After two consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the third working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at a meeting with the General Manager.

3480.1.1.1 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the meeting with the General Manager.

3480.1.1.2 The fact-finding hearing shall be held within ten (10) days after the end of the three (3) consecutive days of unauthorized voluntary absence.

3480.2 The General Manager may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation time to cover the period of absence.

3480.3 If the General Manager determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post-severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.



POLICY TITLE:	Use of Make-up Time	
POLICY #: 3485	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3485.1 HVLCSD allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. Use of make-up time is discretionary and subject to preapproval by the General Manager. Make up time worked will not be paid at an overtime rate.

3485.2 Subject to compliance with this policy, employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

3485.3 Make up time requests must be submitted in writing to your supervisor, with your signature, on the HVLCSD provided form. Requests will be considered for approval based on the legitimate business needs of HVLCSD at the time the request is submitted. A separate written request is required for each occasion the employee requests make-up time.

3485.4 If you request time off that you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work make-up time first in order to take time off later in the week, you must submit your request at least 24 hours before working the make-up time. Your make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first.

3485.5 All make-up time must be worked in the same workweek as the time taken off. HVLCSD's seven-day workweek is Sunday through Saturday. Employees may not work more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

3485.6 If you take time off and are unable to work the scheduled make-up time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make-up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

3485.7 An employee's use of make-up time is completely voluntary and subject to the ability of the District to accommodate the employee. HVLCSD does not encourage, discourage, or solicit the use of make-up time off.

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POLICY TITLE:	Vacations	
POLICY #: 3490	ADOPTED DATE:	REVISION DATE:
	President:	President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

3490.1 This policy shall apply to regular **and probationary** employees in all classifications.

Current Policy (Regular full-time employees in the classified service with an average workweek of 40 hours shall receive annual vacations with pay in accordance with the following provisions)

3490.2 Paid vacations shall be accrued according to the following schedule on an annual basis:

- a) During the first through 4 years of continuous work, (80) hours;
- b) Five through nine years of service, (120) hours;
- d) After ten years of service, vacation accrues an additional eight hours upon the completion of each additional year of service to the maximum allowable.

3490.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with the prior written approval of their supervisor. No vacation may be taken until the employee has completed at least six months in regular employee status unless approved by the General Manager in writing.

3490.4 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

3490.5 **Conflicting** **The District will not require an employee to take vacation time in lieu of sick leave during periods of illness.** However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. **The District will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.**

3490.6 Any leave of absence without pay shall not accrue vacation leave for such absence.

3490.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time **and may be extended accordingly for those employees eligible for such holiday.**

3490.8 Vacations shall be requested and approved through the Supervisor or General Manager, preferably with one to two weeks' notice.

3490.9 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation, and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted except in situations of hardship or cumulation in excess of (____) hours. Said pay off shall be submitted for written approval by the General Manager.

3490.10 **Current Policy** Occasionally, significant unused vacation time can accrue leading to an excess balance of unpaid vacation time. The maximum amount of vacation time a full-time employee may accrue depends on the number of years of service and is given in the chart below. (The HR administrator shall maintain oversight of District vacation accruals.) Hours shall not exceed the maximum hours according to years of service otherwise, employees will be subject to mandatory vacation or, at the discretion of the General Manager, cash out on vacation time.

Years of Service	Annual Vacation Accrual Hours	Maximum Allowable Vacation Accrual Hours
1 to 4	80	184
5 to 9	120	232
10	128	280
11	136	328
12	144	376
13	152	376
14+	160	376



POLICY TITLE:	Workers' Compensation Leave	
POLICY #: 3495	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

All employees of the District are covered by the workers' compensation laws of the State. The District is a member of the Special District Risk Management Authority (SDRMA). This Authority establishes procedures regarding employee notification of worker's compensation benefits. [SDRMA WC Claims Manual](#)

3495.1 If an employee is injured at work and is temporarily unable to perform his or her usual and customary work, the employee will be allowed to take an unpaid leave of absence while receiving workers' compensation benefits. Certification from a recognized medical professional confirming the necessity of the leave must be provided to HVLCSD within fourteen (14) days after the leave begins. The duration of the leave will be determined on a case-by-case basis, considering both the injured employee's medical condition and HVLCSD business needs.

3495.2 The employee may elect during such absence to apply sick leave on a prorated basis to such absence and receive compensation in an amount equal to the difference between compensation received as regular salary and the amount received as Workers' Compensation benefits, not to exceed the amount of available accrued sick leave. Similarly, the employee may elect to use any accrued paid leave time and accrued time off after the sick leave is exhausted.

Current District Policy Any employee who is eligible for temporary disability payments under the workers' compensation law shall, for the duration of such payments, receive only that portion of his/her regular salary which, together with said payments, will equal his/her regular salary. Unless otherwise advised in writing by the employee within a five-day period, such salary payments made during a period of temporary disability payments shall be charged against the employee's accumulated sick leave or vacation leave. Should the employee's accumulated sick leave and vacation leave be exhausted, the employee shall be subject to a leave of absence without pay. In order for the employee to not endure an undue hardship caused by the time lag involved in temporary disability, the employee, at the discretion of the General Manager, may be paid his/her full salary to the extent of accumulated sick leave or vacation leave. Upon receipt of temporary disability payments, the employee shall endorse such payments to the District. After exhausting sick leave and vacation benefits, and while the employee continues to receive workers' compensation benefits, the District will continue to cover health benefits. After the employee has exhausted sick leave and vacation benefits, the District will make no contributions to the retirement plan.

3495.3 The employee may return to work only after a recognized medical professional certifies that the employee is capable of resuming all of the essential functions of the employee's position. HVLCSD may, in its discretion, provide modified or light duty work if the employee's release contains such limitation. If the employee has been released without limitation, the employee will be offered the same position he or she held previously, unless the job no longer exists or has been filled so that HVLCSD can operate safely and efficiently or the employment relationship has otherwise been terminated.

3495.4 CONFLICTING? Workers' compensation leave will run concurrently with any family and medical leave. During the period of leave, HVLCSD will continue payment of all premiums for employee benefit plans in place at the time the leave begins. HVLCSD will also continue the employer contribution for employee benefit premiums, as if the employee were not in leave status, for the duration of the leave. The employee must reimburse HVLCSD for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by HVLCSD within 30 days of the date of the invoice or written notification. If HVLCSD does not receive the reimbursement from the employee within 30 days, HVLCSD can cancel any policies and/or plans for which they have not been reimbursed.

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POLICY TITLE:	Employee Assistance During Response to Emergency Situations	
POLICY #: 3500	ADOPTED DATE: President:	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date.
This version of the Policy supersedes all other previous versions.

3500.1 Employees are to be trained to handle emergencies in the field or at HVLCSD facilities as the purposes of such activities are to improve District operation and safeguard the value of HVLCSD's assets. Hence, employees often work under adverse conditions and under stress at times to the degree that is beneficial to the District.

3500.1.1 Employees working in the field or at HVLCSD facilities may be required to work unusual hours and shifts including nights and weekends. Due to these unusual hours, emergency situations involving the employee or his/her family may occur while working. Employees are trained and are to be prepared for such incidents.

3500.2 It is the policy of HVLCSD to provide a safe and environmentally friendly working experience. Employees may be subject to injury or to notifications that members of their families are in need of assistance. It is the policy of the district to assist employees in these situations as much as possible to minimize the mental and emotional impacts upon them.

3500.2.1 An employee who experiences an injury on the job is to inform his/her supervisor or another management employee as soon as reasonably possible by phone or in person. In case of injury beyond first aid level, the employee is to be transported to the designated first aid treatment facility. The nature of the injury or incident and any actions needed to be taken shall be reported. If involving a criminal act or an equipment accident, an accident report shall be completed as soon as possible and within 24 hours.

3500.2.2 In cases where an employee's family member is involved in an emergency situation and the employee believes that he/she must leave the job to respond, the employee shall inform his/her supervisor or another management employee immediately and before leaving the work site. If no response is required, the employee is encouraged to inform his/her supervisor in order to have them aware of the situation and to provide supportive assistance in an appropriate manner. An Employee Assistance Program (EAP) may be available and the employee is encouraged to contact the identified agency or the Human Resources Department for assistance.


3500.2.3 Expenses to the District for an EAP may be provided by the District for initial administrative services. Specific services available to the employee shall be identified and appropriate

expense information made known by the EAP provider. The District provided VOYA Basic Life and AD&D plan offers an EAP service through Guidance Resources. To register online with Guidance Resources please see attached Step by Step Registration for Guidance Resources.

3500.2.4 Absences from work due to injury or emergencies of close family members may be covered by either workers compensation, sick leave or the Federal FMLA regulations. The employee shall consult with the Human Resources Department as soon as practical to determine what applicable leave or laws apply to their situation. A doctor's certification may be required for use of leaves and for returning to work in some cases.

3500.3 Employees, supervisors and managers shall be provided training and information on dealing with injury, emergencies, and trauma on the job in order to prepare them for unusual situations. Such training is not to be viewed as for personal safety and security but for handling sensitive and emergency situations until additional assistance may be obtained.

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BACKGROUND INFORMATION

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States.

I. HOW THE VIRUS SPREADS

The virus is thought to spread mainly from person-to-person.


- Between people who are in close contact with one another (within 6 feet or closer).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
- Adults 65 or older and those with severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk.

II. WHAT ARE THE SYMPTOMS

According to the Center for Disease Control and Prevention (CDC), reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus (COVID-19) cases. A person is most infectious at the onset of symptoms and 2 days prior. Symptoms may appear 2-14 days after exposure (based on the incubation period of the virus).

Coronavirus symptoms include:

- Fever (100.4 degrees Fahrenheit or greater)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

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- New loss of taste or smell

RESPONSIBILITIES:

I. EMPLOYEES

- Check your temperature prior to coming to work.
- Stay at home if:
 - you have a temperature of 100.4°F or more; or
 - you have COVID-19 or flu-like symptoms; or
 - you're feeling sick
- Notify your supervisor.
- Practice social distancing of 6 feet or more from others as recommended by the CDC.
- Wear a face covering when walking around the offices, in shared spaces and hallways where social distancing is not possible. Wear a face covering when chatting with employees or visitors.
- Wash your hands for 20 seconds to reduce your risk of infection (viruses can live on surfaces).
- Clean & disinfect your work area often.


II. SUPERVISOR

- Inform Human Resources (H.R.) if:
 - Your employee reported exposure to COVID-19;
 - Your employee tested positive for COVID-19;
 - Your employee becomes sick or has COVID-19 symptoms.
- Evaluate department risks and implement engineering controls, when feasible.
- Enforce the required controls including social distancing (when feasible) and face coverings to reduce the risk of exposure to those who may have COVID-19.

PROCEDURE:

I. WHAT SHOULD YOU DO IF YOU'RE FEELING SICK?

- If you are not feeling well or have flu-like symptoms stay home and notify your supervisor.
- Contact your doctor. Based on the information you provide; your doctor may recommend a COVID-19 test.
- If you are confirmed for COVID-19, your workspace will be cleaned and disinfected.
- H.R. will contact you for follow up questions.
- H.R. will follow up with employees who had close contact (a close contact is someone you were within 6 feet of for at least 15 minutes during the infectious period).

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II. POSITIVE COVID-19 TEST WITH SYMPTOMS

If you have a positive COVID-19 test result and have symptoms (e.g., fever, cough, shortness of breath or difficulty breathing), isolate at home and avoid contact with others.

- Follow your doctor's recommendations.
- To return to work, follow the guidelines in section VII. Clearance from Isolation and Return to Work.

III. POSITIVE COVID-19 TEST WITH NO SYMPTOMS

If you have a positive COVID-19 test, but have NO symptoms, stay home for 10 days from the date the test was taken.

IV. COVID-19 ISOLATION GUIDELINES


If you have a positive COVID-19 test result, isolate yourself away from others, even in your own home.

- Stay home and rest. If you are sick and need medical care, call ahead to let them now that you may have COVID-19.
- Notify your supervisor.
- Drink lots of fluids and stay hydrated.
- Wear a face covering when you are in the same room with others.
- Check and track your symptoms if you have them. If your symptoms get worse, call your doctor.
- Look for emergency warning signs and call 911 if necessary. Emergency warning signs for COVID-19 include:
 - trouble breathing
 - persistent pain or pressure in the chest
 - new confusion
 - bluish lips or face
 - cannot wake up or stay awake.

If you or someone is showing any of these signs, call 911. Tell the 911 operator that the patient has or is suspected to have COVID-19.

V. WHO SHOULD GET TESTED FOR COVID-19?

- People who have symptoms of COVID-19 should get tested. One or more of the following symptoms may appear 2-14 days after exposure:
 - Primary symptoms may include: fever or chills, cough, shortness of breath or difficulty breathing.

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- Other symptoms may include: fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- People without symptoms (asymptomatic) who meet the following Public Health criteria:
 - People who have had close contact (within 6 feet or less for at least 15 minutes) with someone with confirmed COVID-19.
 - Essential workers including government workers.

Not everyone needs to be tested. If you do get tested, you should self-quarantine/isolate at home pending test results and follow the advice of your health care provider or a public health professional.

If you were exposed to someone with COVID-19, you should quarantine at home for 14 days after the last close contact (within 6 feet or less for at least 15 minutes) with the infected person.

VI. HOW TO GET A COVID-19 TEST

- Contact your doctor who will provide an assessment and determine if testing is needed.
- If you need a test:
 1. testbeforeyougo.com for immediate results or
 2. <http://health.co.lake.ca.us/Coronavirus/Testing.htm> Contact them first to verify cost (if any) and to make an appointment.


VII. CLEARANCE FROM ISOLATION AND RETURN TO WORK

An employee with confirmed COVID-19 infection can discontinued isolation and return to work when his/her illness improves by three criteria:

1. At least 10 days have passed since symptoms first started, and
2. At least 24 hours have passed since last fever without the use of fever-reducing medication, and
3. Other symptoms have improved.

REDUCING THE RISK OF EXPOSURE IN THE WORKPLACE

During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): Engineering Controls (isolate the hazard); Administrative Controls (minimize the hazard through policies & procedures); and Personal Protective Equipment (PPE).

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I. ENGINEERING CONTROLS

Below are Engineering Controls implemented at HVLCSO:

- Physical barriers between customers and staff
- **Installing high-efficiency air filters in certain shared locations**

II. ADMINISTRATIVE CONTROLS

Below are Administrative Controls implemented at HVLCSO:


- Closing the facility to the public as necessary
- Implementing self-assessment of symptoms protocols
- Implementing social distancing requirements
- Establishing alternating workdays and telecommuting to reduce the number of onsite employees
- Discontinuing non-essential staff travel
- Discontinuing group tours (exceptions may include essential tours approved by General Manager)
- Discontinuing all District events
- Discontinuing off-site meetings; using web conferencing instead
- Discontinuing in-person meetings (unless social distancing can be implemented)
- Informing employees age 65 and older, and those with chronic health conditions (such as heart disease, diabetes, and lung disease) to work from home or stay home
- Propping open doors and opening windows where appropriate
- Initiating a service to disinfect shared areas and high-touch surfaces including doorknobs, light switches, counters, etc.
- Providing employees with ongoing updates
- Requiring face coverings. Staff were provided with face coverings. NOTE: cloth face coverings and surgical masks have limitations (unlike the N95 respirators).
- Requiring contractors and vendors to complete a COVID-19 A Visitor Form

III. PERSONAL PROTECTIVE EQUIPMENT (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure, PPE is needed to prevent certain exposures and for tasks requiring close contact work.

PPE implemented at HVLCSO include safety glasses/goggles, gloves, filtering facepiece (i.e. N95), face shield, etc.

- PPE is required and chosen based on the potential exposure
- Gloves required when using chemicals and disinfectant products
- Safety glasses/goggles required when working with chemicals
- Face shield required over the safety glasses/goggles when there is a potential for chemical splashing to the face and neck
- PPE should be inspected prior to usage

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- PPE should be maintained in a safe, sanitary condition and replace as needed
- Non-disposable PPE should be properly removed, cleaned, and stored
- N95 respirators are used by employees in the Respiratory Protection Program
- N95 respirators can be used on a voluntary basis by others (voluntary means the hazard is minimal, and you should be able to complete the work task without a respirator, if necessary). NOTE: using an N95 on a voluntary basis requires the completion of the N95 Voluntary Respiratory Use form. Contact Utility Supervisor for assistance.
- To avoid contamination when removing gloves, follow the steps below and wash your hands with soap & water removing your gloves:
 1. Grasp the outside of one glove at the wrist. **Do not** touch your bare skin.
 2. Peel the glove away from your body, pulling the inside out.
 3. Hold the glove you just removed in your glove hand.
 4. Peel the second glove by putting your fingers inside the glove at the top of your wrist.
 5. Turn the second glove inside out while pulling away from your body, leaving the first glove inside the second.
 6. Dispose of gloves safely. Do not reuse the disposable glove. If using reusable coated seamless knit gloves, launder the gloves after use. **Immediately wash your hands after removing the gloves.**

IV. CLEANING SURFACES

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Use disinfectant wipes or make your own solution for a larger area (see below).
- For disinfection - diluted household bleach solution, or alcohol solution with at least 70% Isopropyl alcohol, or EPA-registered household disinfectant should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. **Never** mix household bleach with ammonia containing product or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a fresh batch of bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per 1 gallon of water, or
 - 4 teaspoons bleach per quart of water

V. HAND HYGIENE

- Wear gloves when cleaning and disinfecting your work area and / or equipment. Also wear safety glasses if you're using liquid cleaner or spray bottle instead of wipes.
- Additional PPE might be required based on the cleaning/disinfectant product being used and whether there is a risk of splashing.

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- Remove gloves (and lab coat if worn) carefully to avoid contamination of the wearer and the surrounding area.
- Report breaches in PPE (e.g., tear in gloves) or any potential exposures to your supervisor.
- Follow normal preventive actions including washing your hands often.

VI. HAND WASHING

Handwashing is one of the best ways to protect yourself from getting sick. Wash Your Hands Often to Stay Healthy:

- Before, during, and after preparing food
- Before eating
- Before and after treating a cut or wound
- After using the restroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage

Clean hands can stop germs from spreading from one person to another. Follow these CDC recommendations:

- Wet your hands with clean, running water and apply soap.
- Lather your hands by rubbing them together with the soap.
- Lather the backs of your hands, between your fingers, and under your nails for at least 20 seconds.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean paper towel. Use the paper towel to turn off the water faucet.


VII. HAND SANITIZER

You can use an alcohol-based hand sanitizer that contains 70% alcohol if soap and water are not readily available. Washing hands with soap and water is the BEST way to get rid of germs in most situations. Sanitizers can quickly reduce the number of germs on hands, however:

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

VIII. STEPS TO PREVENT THE SPREAD OF COVID-19

Follow these preventative measures as recommended by the CDC to protect yourself and others:

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CORONAVIRUS (COVID-19) SAFETY PLAN			

- Observe social distancing requirements (stay 6 feet away from others when you must go into a shared space).
- Wear a face covering when you're unable to distance yourself from others
- Wash your hands frequently with soap and water for 20 seconds. Use an alcohol-based (at least 70% Isopropyl alcohol) hand sanitizer when soap and water are not readily available.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough/sneeze. Since COVID-19 virus spreads primarily through droplets of saliva when an infected person coughs or sneezes, it is important that you practice respiratory etiquette. Cover your mouth and nose with a tissue when coughing or sneezing and throw the tissue in the trash. If a tissue is not readily available, cough/sneeze into your elbow.
- Stay home if you are feeling sick. Check your temperature and monitor your symptoms.
- Clean and disinfect your work area and frequently touched items.
- Avoid hand shaking and unnecessary contact with others.
- Avoid using other workers' tools and equipment
- If you must share a workspace or supplies, clean and disinfect shared areas & items before and after use.
- Don't share food or utensils

IX. CONTRACTORS, VENDORS, VISITORS


Each time a contractor, vendor, or visitor comes onsite, a COVID-19 Visitor Form must be completed prior to entry. You may send your contractor, vendor or visitor the form ahead of time, but the form must be completed and signed on the day of the visit.

RESOURCES

- Coronavirus in California
- California Department of Public Health
- Centers for Disease Control and Prevention

ATTACHMENTS

- COVID-19 Contractor / Vendor / Visitor Form

	Xxxxxx Department Xxxxxx Division/Function	SOP #	S0001-COVID-19 SP
		Revision #	
		Implementation Date	
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CORONAVIRUS (COVID-19) SAFETY PLAN			

COVID-19 CONTRACTOR / VENDOR / VISITOR FORM

Print Name: _____ Company: _____

1. Are you experiencing or have experienced in the last 10 days, any coronavirus COVID-19 symptoms such as a fever, coughing, shortness of breath, loss of taste/smell?

Yes ___ NO ___

If yes, please explain:

2. Have you been in contact with anyone who has tested positive for the coronavirus COVID-19 or who exhibits coronavirus COVID-19 symptoms in the last 14 days?

Yes ___ NO ___

If yes, please explain:

3. I understand that it is my responsibility to inform HVLCSD if I test positive for COVID-19 or experience any symptoms.

4. I understand that I am required to observe physical distancing of at least 6 feet from others whenever possible.

5. I understand that a face mask is required when physical distancing is not feasible.

Signature: _____ Date: _____

Cal/OSHA COVID-19 Emergency Temporary Standards – What Employers Need to Know

November 30, 2020

California approved emergency temporary Cal/OSHA standards on COVID-19 infection prevention on November 30, 2020. These new **temporary standards** apply to most workers in California not covered by Cal/OSHA's Aerosol Transmissible Diseases **standard**.

Requirements for employers covered by the COVID-19 Prevention standard

- Establish, implement, and maintain an effective written COVID-19 Prevention Program that includes:
 - Identifying and evaluating employee exposures to COVID-19 health hazards.
 - Implementing effective policies and procedures to correct unsafe and unhealthy conditions (such as safe physical distancing, modifying the workplace and staggering work schedules).
 - Providing and ensuring workers wear face coverings to prevent exposure in the workplace.
- Provide effective training and instruction to employees on how COVID-19 is spread, infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws.

Cal/OSHA has developed a COVID-19 Model Prevention Program to assist employers with developing their own written program

When there are multiple COVID-19 infections and COVID-19 outbreaks

Employers must follow the requirements for testing and notifying public health departments of workplace outbreaks (three or more cases in a workplace in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).

- **COVID-19 testing for employees who might have been exposed**

Requires employers to offer COVID-19 testing at no cost to their employees during their working hours who had potential COVID-19 exposure in the workplace and provide them with the information on benefits.

- **Notification requirements to the local health department**

A new requirement that obligates employers to contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases to obtain guidance on preventing the further spread of COVID-19 within their workplace.

Recordkeeping and reporting COVID-19 cases

Employers must maintain a record of and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. When a COVID-19-related serious illness (e.g., COVID-19 illness requiring inpatient hospitalization) or death occurs, the employer must **report** this immediately to the nearest Cal/OSHA enforcement district office.

This guidance document is an overview. For the full requirements, see title 8 sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

Department of Industrial Relations

COVID-19 Emergency Temporary Standards Frequently Asked Questions

Scope of Coverage

Q: Which employers must comply with the COVID-19 emergency temporary standard (ETS)?

A: The ETS applies to all employers, employees, and to all places of employment with three exceptions:

- Workplaces where there is only one employee who does not have contact with other people
- Employees who are working from home
- Employees who are covered by the [Aerosol Transmissible Diseases](#) regulation

Q: Does the ETS apply for employees who split their work time between home and the workplace?

A: Yes, however, the regulation applies only when the employees work at the workplace, or are exposed at work, but not when they work from home.

Q: Does the regulation apply to any facility that is subject to the Aerosol Transmissible Diseases (ATD) standard?

A: The ETS applies to employees at these facilities who are not identified in the employer's Aerosol Transmissible Diseases Exposure Control Plan, as required under California's Aerosol Transmissible Diseases (ATD) standard ([CCR section 5199](#)), as having occupational exposure to aerosol transmissible diseases, such as administrative employees who work only in an office environment separated from patient care facilities.

Effective Date

Q: When must employers comply with the ETS?

A: November 30, 2020, the day the Office of Administrative Law approved the ETS.

Q: What if an employer is unable to comply with the ETS by its effective date?

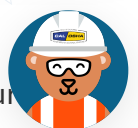
A: Many of the provisions of these regulations have already been required under [employers' Injury and Illness Prevention Programs](#) (IIPP), including the requirement to identify and address hazards, use of face coverings, and physical distancing. As employers implement the new regulations, Cal/O consider an employer's good faith efforts in working towards compliance, but eliminating hazards and implementing testing requirements during an outbreak.

Any questions? Talk to me.

The COVID-19 Prevention Program

Q: What are the main requirements of the ETS?

A: To comply with the ETS, an employer must develop a written COVID-19 Prevention Program or ensure



elements are included in an existing [Injury and Illness Prevention Program \(IIPP\)](#). The employer must implement the following in accordance with their written plan:

- Communication to employees about the employer's COVID-19 prevention procedures
- Identify, evaluate and correct COVID-19 hazards
- Physical distancing of at least six feet unless it is not possible
- Use of face coverings
- Use engineering controls, administrative controls and personal protective equipment as required to reduce transmission risk
- Procedures to investigate and respond to COVID-19 cases in the workplace
- Provide COVID-19 training to employees
- Provide testing to employees who are exposed to a COVID-19 case, and in the case of multiple infections or a major outbreak, implement regular workplace testing for employees in the exposed work areas
- Exclusion of COVID-19 cases and exposed employees from the workplace until they are no longer an infection risk
- Maintain records of COVID-19 cases and report serious illnesses and multiple cases to Cal/OSHA and the local health department, as required

Cal/OSHA has posted a [Model COVID-19 Prevention Plan](#) on its website for employers to use.

Communication with Employees

Q: What does the ETS require employers to communicate to employees?

A: Requirements include:

- How to report COVID-19 symptoms, exposures and hazards to the employer without fear of reprisal
- COVID-19 hazards in the workplace and the employer's policies and procedures to address them
- Any procedures the employer may have for accommodating employees with elevated risk factors for COVID-19, such as heart disease, diabetes, various lung diseases and others (this is an obligation to communicate about existing procedures, not to create new ones, although reassigning employees with elevated COVID-19 risk factors to jobs with less exposure risk is encouraged and may be required under federal and state disability laws)
- How the employee can obtain testing for COVID-19, such as through the employer's workplace-based testing program, or through the local health department, a health plan, or at a community testing center
- Notice of potential exposure to COVID-19
- Cleaning and disinfection protocols
- How to participate in workplace hazard identification and evaluation

Any questions? Talk to me.

Identifying, Evaluating and Correcting COVID-19 Hazards



Q: What must an employer do to identify, evaluate and correct workplace hazards?

A: Identifying, evaluating and correcting workplace hazards includes:

- Developing and implementing a process for screening employees for and responding to employees with COVID-19 symptoms
- Reviewing state and local guidance and orders on hazard prevention, [including industry-specific guidance found on Cal/OSHA's website](#) or at [Covid19.ca.gov](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Resources.aspx)
- Reviewing existing practices for controlling COVID-19
- Conducting a site-specific evaluation of where COVID-19 transmission could occur, including interactions between employees and any other persons, and places employees may congregate or interact with members of the public
- Allowing employees or employees' authorized representatives to participate in hazard identification and evaluation
- Ensuring a process is in place to immediately address COVID-19 cases
- Conducting periodic inspections of the workplace to ensure compliance with the ETS and check for new hazards
- Implementing procedures to correct identified hazards

Q: How does an employer allow employees or employees' representatives to participate in hazard identification or evaluation?

A: The employer has flexibility in how it allows worker participation in hazard identification and evaluation. The rule does not explicitly require employee participation, but employers must allow it. Cal/OSHA encourages the participation of employees and employees' authorized representatives in hazard identification and evaluation.

Physical Distancing, Face Coverings and Other Controls

Q: What are the physical distancing requirements of the ETS?

A: An employer must ensure that employees maintain at least six feet of distance from other persons unless it is not possible, in which case employees should be as far from others as possible. Momentary contact closer than 6 feet while in movement, such as in a hallway or aisle, would not be considered a violation. An employer must be prepared to demonstrate to Cal/OSHA why physical distancing of at least six feet is not possible.

Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Q: What are the face covering requirements of the ETS?

A: The ETS requires employers to provide employees with face coverings (or respirators) and ensure they are worn over the nose and mouth when indoors, and when outdoors and within 6 feet of another. Exceptions include: when an employee is alone in a room, when eating or drinking, when using a respirator or other respiratory protection, when an employee cannot use a face covering due to a medical condition; if hearing impaired or communicating with a hearing impaired person; or when specific

Any questions? Talk to me.



work tasks cannot be performed with a face covering. Other measures to protect against COVID-19 infection must be implemented when face coverings cannot be used.

Q: What engineering controls, administrative controls and personal protective equipment must an employer implement?

A: Requirements include:

- Engineering controls
 - Install cleanable solid partitions that reduce the risk of aerosol transmission between fixed work locations where it is not possible to physically distance (such as Plexiglas barriers)
 - Maximize the amount of outside air to the extent feasible, unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold
- Administrative controls
 - Implement effective cleaning procedures of commonly touched surfaces, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels
 - Inform employees and employees' authorized representatives of cleaning and disinfection protocols and planned frequency and scope of cleaning
 - Minimize to the extent feasible the sharing of tools, equipment and vehicles
 - If tools, equipment and vehicles must be shared, disinfect between users
 - Clean areas where a COVID-19 case has been during the "high risk period", as defined in these FAQs
 - Provide for, encourage and allow time for frequent hand washing, and provide hand sanitizer
- Personal protective equipment (PPE)
 - Evaluate the need for PPE, including but not limited to gloves, eye protection and respiratory protection as required by Cal/OSHA standards
 - Provide eye and respiratory protection for employees exposed to procedures that aerosolize saliva or other potentially infectious materials, such as some dental procedures
 - Prohibit the sharing of PPE

Training

Q: What training must an employer provide employees under the ETS?

A: Employee training must cover:

- Employer policies and procedures to protect employees from COVID-19
- COVID-19 related benefit information, from either the employer or from government, that may be available to employees impacted by COVID-19. Information on COVID-19 benefits such as paid sick leave and workers' compensation benefits is posted on the [Department of Industrial Relations' Coronavirus Resources](#) webpage.

Any questions? Talk to me.



- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may show no symptoms
- The importance of physical distancing and wearing face coverings
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective
- The importance of frequent hand washing for at least 20 seconds and use of hand sanitizer when handwashing facilities are not available
- Proper use of face coverings, and the fact that they are not respiratory protection
- The symptoms of COVID-19 and the importance of not coming to work and getting tested if an employee has symptoms

Cal/OSHA will provide training resources on its website for employers to use to supplement site-specific training to comply with the ETS.

Addressing COVID-19 Cases in the Workplace

Q: What must an employer do to investigate and respond to a COVID-19 case?

A: Investigating and responding to a COVID-19 case in the workplace includes the following:

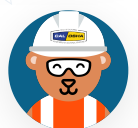
- Determining when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms
- Determining which employees may have been exposed to COVID-19
- Notifying employees of any potential exposures within one business day (and notifying any other employer who has potentially exposed employees in the workplace)
- Offer testing to potentially exposed employees at no cost and during working hours
- Investigate the exposure, whether workplace conditions could have contributed to the risk of exposure, and what corrections would reduce exposure

Q: What are the testing requirements in the ETS?

A: An employer's testing obligations are the following:

- Inform all employees on how they can obtain testing. This could be through the employer, local health department, a health plan, or at a community testing center. The only obligation to all employees is to provide information.
- Offer testing to an employee at no cost and during working hours in the work-related exposure.
- Provide periodic (at least weekly or twice per week depending on the magnitude of the outbreak) COVID-19 testing to all employees in an "exposed workplace" during an outbreak.
- Testing must be provided in a manner that ensures employee confidentiality.

Any questions? Talk to me.



Q: In a non-outbreak setting, how does an employer determine which employees may have had a COVID-19 exposure?

A: Employers must: determine which if any employee was within 6 feet of a COVID-19 case for a cumulative total of 15 minutes within any 24-hour period during the COVID-19 case's "high risk exposure period." The high-risk exposure period is:

- For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
- For persons who test positive but never develop COVID-19 symptoms, from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Q: In a non-outbreak setting, what are employers required to do when they learn that one or more of their employees had a COVID-19 exposure at the workplace?

A: Employers must:

- Notify all employees and employees' authorized representatives who may have had COVID-19 exposure within one business day in a manner that does not reveal the COVID-19 case's personal identifying information
- Offer testing at no cost to any employee potentially exposed to COVID-19 in the workplace, and provide applicable benefit information. The time an employee spends being tested is considered compensable hours worked.
- Exclude from the workplace employees who test positive for COVID-19 and employees with COVID-19 exposure, and follow the requirements for preserving their pay and benefits
- Follow the return to work criteria for returning excluded employees to work
- Investigate the exposure and address hazards
- Follow all recordkeeping and reporting requirements for employee COVID-19 cases.

Q: In an outbreak (three or more COVID-19 cases in an "exposed workplace" within a 14-day period or identified as an outbreak by a local health department), what are an employer's requirements?

A: In addition to the requirements for non-outbreak settings, an employer must:

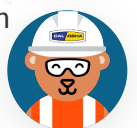
- Immediately provide testing to all employees in the exposed workplace and exclude positive cases and exposures from work; repeat the testing one week later; and
- Continue testing employees at least weekly until the workplace no longer qualifies as an outbreak.

Q: What are an employer's requirements in a major outbreak (20 or more COVID-19 cases in an "exposed workplace" within a 30-day period)?

A: In addition to the requirements for non-outbreak settings, an employer must:

- Provide testing to all employees in the exposed workplace at least twice weekly until there are no new cases detected for a 14-day period,
- Implement ventilation changes to mechanical ventilation systems including increasing filtration efficiency to at least MERV-13, or the highest efficiency compatible with the ventilation system.
- Evaluate whether HEPA air filtration units are needed in poorly ventilated areas;

Any questions? Talk to me.



- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards; and
- Consider halting all or part of operations to control the virus.

Q: What is an “exposed workplace” and how should an employer determine which work areas are included?

A: An exposed workplace is a work location, working area, or common area used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. If, within 14 days, three COVID-19 cases share the same “exposed workplace,” then the Multiple COVID-19 Infections and COVID-19 Outbreaks standard (section 3205.1) applies and additional testing will be required. When determining which areas constitute a single “exposed workplace” for purposes of enforcing testing requirements, Cal/OSHA does not expect employers to treat areas where masked workers momentarily pass through the same space without interacting or congregating as an “exposed workplace,” so they may focus on locations where transmission is more likely.

Q: Does the “exposed workplace” mean the entire workplace? Does this change after January 1, 2021 when AB 685 goes into effect?

A: No, the “exposed workplace” includes only the areas of the building where the COVID-19 cases were present during the “high-risk exposure period.” This will not change after January 1, 2021.

Q: Is the testing requirement for outbreaks triggered by three or more cases in an entire building?

A: No, the testing requirement is triggered by three or more cases in a 14-day period present in the same “exposed workplace” during the “high-risk exposure period.” For other areas of the workplace, follow the requirements for employees who are exposed to COVID-19 cases.

Q: Is the “three or more cases” outbreak requirement limited to employee cases, or do cases involving anyone that has been in the workplace count towards the requirement?

A: Any confirmed COVID-19 case who has been in the workplace during the high-risk exposure period counts towards the three-case threshold.

Q: When must an employer exclude employees from work?

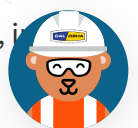
A: Employers must exclude from work employees who (1) test positive for COVID-19, or (2) have had COVID-19 exposure from the workplace.

Q: What are the criteria for a COVID-19 case to return to work?

A: A COVID-19 case may return to work when any of the following occur:

- Foreemployees with symptoms all of these conditions must be met:
 1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 2. COVID-19 symptoms have improved; and
 3. At least 10 days have passed since COVID-19 symptoms first appeared.
- For employees without symptoms, at least 10 days have passed since the employee tested negative for COVID-19.
- If a licensed health care professional determines the person is not/is no longer a COVID-19 case, in accordance with California Department of Public Health (CDPH) or local health department recommendations

Any questions? Talk to me.



Q: What is the criteria for an employee exposed to a COVID-19 case in the workplace to return to work?

A: Employees with COVID-19 exposure may return to the workplace 14 days after the last known COVID-19 exposure.

Q: Is a negative test required for an employee to return to work?

A: No, the ETS does not require an employee to have a negative test to return to work. The criteria for returning to work are listed above.

Q: Must an employer pay an employee while the employee is excluded from work?

A: If the employee is able and available to work, the employer must continue to provide the employee's pay and benefits. An employer may require the employee to exhaust paid sick leave benefits before providing exclusion pay, and may offset payments by the amount an employee receives in other benefit payments. (Please refer to the [Labor Commissioner's COVID-19 Guidance and Resources](#) for information on paid sick leave requirements.). These obligations do not apply if an employer establishes the employee's exposure was not work-related.

Recordkeeping and reporting

Q: What reporting and recordkeeping requirements are in the ETS?

A: An employer's reporting and recordkeeping requirements include the following:

- Following state and local health department reporting requirements.
- Contacting the local health department when there are three or more COVID-19 cases in the workplace within a 14-day period.
- Provide the following information:
 - The total number of COVID-19 cases.
 - For each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case
 - Any other information requested by the local health department.
- The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- Reporting serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
- Maintaining records required by [8 CCR section 3203\(b\)](#), which include inspection records, documentation of hazard corrections, and training records (requirements vary by employer size).
- Making the written COVID-19 Prevention Plan available upon request to employees and authorized representatives.
- Recording and tracking all COVID-19 cases with the employee's name, contact information, workplace location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal ident

Any questions? Talk to me.



information removed. This does not prevent employees or their representatives from obtaining an employer's Log of Work-Related Injuries and Illnesses or other information as allowed by law.

Advisory Committees and Possible Changes to the ETS

Q: When is the advisory committee scheduled to meet?

A: Cal/OSHA intends to hold a stakeholder meeting in December to explain the rule, answer questions and give interested parties an opportunity to provide feedback on the rule. An advisory committee meeting will be scheduled soon after that. The Occupational Safety and Health Standards Board (OSHSB) has formally requested that Cal/OSHA report the results of this advisory process to the Board within four months.

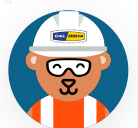
Additional Resources

Q: What additional resources are available for employers and workers to understand the rule and comply?

A: Cal/OSHA has a number of resources in place and in development to assist with compliance with the ETS:

- These FAQs will be expanded on an ongoing basis to assist stakeholders in understanding the ETS.
- A stakeholder meeting will be held in December to explain the rule and answer questions.
- The Consultation Branch will be available to answer employer questions about the ETS.
- Cal/OSHA is developing training on the ETS that it will provide in a webinar format.
- Cal/OSHA has developed a Model Program to assist employers in developing a COVID-19 Prevention Program.
- Materials will continue to be posted and updated on [Cal/OSHA's COVID-19 webpage](#).
- [COVID-19 Sick Leave and Employment Law](#)
- For questions on paid sick leave, retaliation protections, filing a wage claim, or retaliation complaint, call 833-LCO-INFO (833-526-4636)
- [COVID-19 Workplace Safety and Health Information](#)
- You can file a [workplace safety and health complaint with Cal/OSHA online](#), or by telephone at the [district office closest to you](#).
- [COVID-19 Resources for Workers' Compensation](#)
- Call 1-800-736-7401 for recorded information on workers' compensation benefits from Information and Assistance staff 24 hours a day, or [contact a local Division of Workers' Compensation office](#) during business hours to reach a live person.

Any questions? Talk to me.



	A	B	C	D	E	F	G	H	I	J	K	L	
1	2021 RATES												
2	PLAN	Gold PPO		Platinum PPO		Silver PPO		EPO		HDHP 10%	HDHP 20%		
3	EMPLOYEE	\$	958.93	\$	1,026.91	\$	688.04	\$	1,147.42	\$	798.25	\$	660.23
4	EMPLOYEE +1	\$	1,918.89	\$	2,053.82	\$	1,376.08	\$	2,296.90	\$	1,601.65	\$	1,317.37
5	EMPLOYEE + FAMILY	\$	2,492.60	\$	2,669.76	\$	1,787.05	\$	2,988.03	\$	2,080.60	\$	1,714.95
6											HDHP 10% AND (20%)		
7	Calendar Year Deductible(s) (Individual/Family)	\$500 / \$1,000		\$300 / \$600		\$2000/\$4000		\$300 / \$600		\$1,400 / \$2,800 (\$3,000 / \$6,000)			
8	Maximum Medical Out of Pocket (Individual/Family)	\$2,000 / \$4,000		\$1,300 / \$3,600		\$5,000 / \$10,000		\$1,300 / \$2,600		\$5,000 / \$10,000 (\$5,950 / \$11,900)			
9	Medicare Medical Maximum Out of Pocket	\$1,500 / \$3,000		\$1,000 / \$3,000		\$3,000/\$6,000		\$1,000 / \$2,000		Non-Applicable			
10	Services/Coverages	PARTICIPATING PROVIDER (YOU PAY)		NON PARTICIPATING PROVIDER (YOU PAY)		PARTICIPATING PROVIDER (YOU PAY)		NON PARTICIPATING PROVIDER (YOU PAY)		NON PARTICIPATING PROVIDER (YOU PAY)		PARTICIPATING PROVIDER (YOU PAY)	
11	Inpatient Hospital Room, Board & Support Services(prior authorization required)	20%	50% up to \$600 per day	10%	50% up to \$600 per day	20%	50% up to \$600 per day	No Charge		10% (20%)	50% up to \$600 per day		
12	Ambulatory Surgery Center	Deductble Waived; 10% Co-insurance	50% up to \$350 per day	Deductible Waived; No Charge	50% up to \$350 per day	Deductible Waived; 10% Co-Insurance	50% up to \$350 per day	Deductible waived; No Charge		(10%) NoCharge	50% up to \$350 per day		
13	Emergency Room												
14	*Visit Results in Admission as Inpatient	20%		10%		20%		No Charge		10% (20%)			
15	*Visit Does Not Result in Admission	20%, \$100 co-pay		10%, \$100 co-pay		20%, \$100 co-pay		\$100 co-pay		10% (20%), \$100 co-pay			
16	Physician Benefits (office visit)	\$20 co-pay	50%	\$20 co-pay	50%	\$30 Co Pay	50%	\$30 co-pay		10% (20%)	50%		
17	Preventatie Care	No Charge	Not Covered	No Charge	Not Covered	No Charge	Not Covered	No Charge		No Charge	Not Covered		
18	Rehabilitation Sevice (in an office location)	20%	50% up to \$350 per day	10%	50% up to \$350 per day	20%	50% up to \$350 per day	\$30 co-pay		10% (20%)	50% up to \$350 per day		
19	Acupuncture (26 visits per calendar year/combined with Chiropractic	20%		10%		20%		\$30 co-pay		10% (20%) up \$30 per visit			
20	Durable Medical Equipment	20%	Not Covered	10%	Not Covered	20%	Not Covered	20%		10%	Not Covered		
21	Hospice	20%	Not Covered without prior authorization	10%	Not Covered without prior authorization	20%	Not Covered without prior authorization	No Charge		10%(20%)	Not Covered without prior authorization		
22	Ambulance	20%		10%		20%		\$50 per Transport		10%(20%)			
23	Home Health Care 100 visits/year (prior authorization equired)	20%	Not Covered without prior authorization	10%	Not Covered without prior authorization	20%	Not Covered without prior authorization	\$30 co-pay (100 visits/year)		10%(20%)	Not Covered without prior authorization		
24	Chiropractic Sevices (26 visits per calendar year/combined with Acupuncture)	20% up to \$50 per visit	20% up to \$50 per visit	10% up to \$50 per visit	50% up to \$25 per visit	20% up to \$50 per visit	50% up to \$25 per visit	\$30 co-pay		10% (20%) up \$25 per visit	50% up \$25 per visit		
25	Prescription Drugs Active/Early Retiree Plans Only	Express Scripts*		Express Scripts*		Express Scripts*		Express Scripts*		Blue Shield			
26	Prescription Maximum Out of	\$4,600 / \$9,200		\$5,300 / \$9,600		\$1,600 / \$3,200		\$5,300 / \$10,600		Combined with Medical			
27	(At Participing Pharmacies only)	Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty		Generic / Brand / Non-Formulary / Specialty		Generic / Brand /	Generic / Brand		
28	Retail - 30 day supply	\$5 / \$30 / \$45 / 30% (max co-pay \$150)		\$5 / \$30 / \$45 / 30% (max co-pay \$150)		\$10 / \$20 / \$45 / 30% (max co-pay \$150)		\$10 / \$20 / \$45 / 30% (max co-pay \$150)		\$7 / \$25 / Not Covered	\$7 / \$25		

A	B	C	D	E	F	G	H	I	J	K	L										
29	Mail Order - 90 day supply	\$10 / \$75 / \$112.50 / 30% (max co-pay \$300)		\$10 / \$75 / \$112.50 / 30% (max co-pay \$300)		\$20 / \$40 / \$90 / 30% (max co-pay \$300)		\$15 / \$50 / \$112.50 / 30% (max co-pay \$150)		\$14 / \$60 / 30% (max co-pay \$150)	Not Covered										
30	Brand / Non-Formulary / Specialty Deductible(Individual /	None		None		\$200/\$500		\$200		Subject to Deductible											
31																					
32																					
33																					
34	COST DIFFERENCE IN CURRENT GOLD PPO PLAN AND OPTIONALS DRMA PLANS																				
35		Gold PPO		Platinum PPO		DIFFERENCE		Silver PPO		DIFFERENCE		EPO		DIFFERENCE		IDHP 10% / DIFFERENC		HDHP 20% / DIFFERENCE			
36	EMPLOYEE	\$	958.93	\$	1,026.91	\$	(67.98)	\$	688.04	\$	270.89	\$	1,147.42	\$	(188.49)	\$	798.25 / \$160.68	\$	\$660.23 / \$398.70		
37	EMPLOYEE +1	\$	1,918.89	\$	2,053.82	\$	(134.93)	\$	1,376.08	\$	542.81	\$	2,296.90	\$	(378.01)	\$	\$1601.65 / \$3174.24	\$	\$1317.37 / \$601.52		
38	EMPLOYEE + FAMILY	\$	2,492.60	\$	2,669.76	\$	(177.16)	\$	1,787.05	\$	705.55	\$	2,988.03	\$	(495.43)	\$	\$2080.6 / \$412.00	\$	\$1714.95 / \$777.65		
39																					
40																					
41																					
42	COST DIFFERENCE IN CURRENT GOLD PPO PLAN AND JPIA PLANS																				
43		Gold PPO		Classic PPO DIFFERENCE		DIFFERENCE		Classic PPO, Retired w/Medicare		DIFFERENCE		Advantage PPO, Retired w/Medicare		DIFFERENCE		Consumer Driven Health Plan (CDHP)		DIFFERENCE			
44	EMPLOYEE	\$	958.93	\$	985.41	\$	(26.48)	\$	570.23	\$	388.70	\$	501.80	\$	457.13	\$	788.33	\$	170.60		
45	EMPLOYEE +1	\$	1,918.89	\$	1,970.83	\$	(51.94)	\$	1,140.46	\$	778.43	\$	1,003.61	\$	915.28	\$	1,576.66	\$	342.23		
46	EMPLOYEE + FAMILY	\$	2,492.60	\$	2,611.35	\$	(118.75)	\$	1,755.31	\$	737.29	\$	1,544.67	\$	947.93	\$	2,089.08	\$	403.52		
47																					
48	COST DIFFERENCE IN CURRENT GOLD PPO PLAN AND JPIA PLANS																				
49		Gold PPO		CDHP, Retired w/Medicare		DIFFERENCE		CalCare HMO		DIFFERENCE		CalCare HMO, Retired w/Medicare		DIFFERENCE		Value HMO		DIFFERENCE		Value HMO, Retired w/Medicare	
50	EMPLOYEE	\$	958.93	\$	456.19	\$	502.74	\$	1,170.14	\$	(211.21)	\$	649.52	\$	309.41	\$	1,077.45	\$	(118.52)	\$	598.48
51	EMPLOYEE +1	\$	1,918.89	\$	912.37	\$	1,006.52	\$	2,340.28	\$	(421.39)	\$	1,299.04	\$	619.85	\$	2,154.90	\$	(236.01)	\$	1,196.96
52	EMPLOYEE + FAMILY	\$	2,492.60	\$	1,404.25	\$	1,088.35	\$	3,100.87	\$	(608.27)	\$	1,993.21	\$	499.39	\$	2,855.25	\$	(362.65)	\$	1,836.20
53																					
54																					
55																					
56	VISION SDRMA VSP																				
57	Current District Plan																				
58	Rates	Otion 1-Plan A	Option 2-Plan B	Option 3- Plan B	Option 4- Plan C	Option 5-Plan C															
59	EMPLOYEE	\$	6.59	\$	7.62	\$	8.03	\$	10.92	\$	17.41										
60	EMPLOYEE +1	\$	12.77	\$	14.83	\$	15.45	\$	21.42	\$	34.20										
61	EMPLOYEE + FAMILY	\$	20.19	\$	23.48	\$	24.62	\$	34.09	\$	54.80										
62																					
63																					
64																					
65	VISION JPIA VSP																				
66	PLAN B					PLAN C															
67	Rates	Composite	Tiered	Composite	Tiered	Composite	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite	Tiered	Composite						
68	DIVISION	3009	3001	3043	3029	3041	4005	4003	4029	4017	4033										
69	EMPLOYEE	\$	14.76	\$	11.70			\$	17.76	\$	13.27										
70	EMPLOYEE +1	\$	23.46	\$	18.40			\$	28.09	\$	21.01										
71	EMPLOYEE + FAMILY	\$	45.71	\$	35.54			\$	54.50	\$	40.77										
72	*Composite Rate (Any Tier)	\$	23.66	\$	18.56	\$	24.40	\$	28.65	\$	21.18	\$	28.85								
73																					
74																					
75	Rates are in effect from 1/1/2021 - 12/31/2021. Benefits quoted are for in network services. Out of network benefits are significantly lower. VSP has an extensive																				

SDRMA

MEDICAL BENEFIT RATES FOR 2021 – GUARANTEED UNTIL JANUARY 1, 2022

AREA II - Northern CA: Other Counties	PLAN	Employee	Employee + 1	Employee + 2 or More
	Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Tehama, Trinity, Tuolumne	Gold PPO	\$958.93	\$1,918.89
Platinum PPO		\$1,026.91	\$2,053.82	\$2,669.76
Silver PPO		\$688.04	\$1,376.08	\$1,787.05
EPO		\$1,147.42	\$2,296.90	\$2,988.03
HDHP 10%		\$798.25	\$1,601.65	\$2,080.60
HDHP 20%		\$660.23	\$1,317.37	\$1,714.95
Access+ HMO 15		\$1,110.34	\$2,219.65	\$2,886.06
Access+ HMO 20		\$1,034.12	\$2,068.24	\$2,685.21
Kaiser HMO 15		\$938.33	\$1,854.00	\$2,402.99
Kaiser HMO 20		\$904.34	\$1,786.02	\$2,316.47

VOYA FINANCIAL BASIC LIFE AND AD&D – RATES GUARANTEED UNTIL JULY 1, 2023

District Contribution: 100% Employee Only

\$13.60 per month; per employee (rate is not weighted by age of employee)

	HMO	PPO	EPO
PCP Required	Yes	No	Often, not always
Out-of-Network Coverage	For medical emergencies only	Yes, at a higher cost	For medical emergencies only
Referrals needed	Yes	No	No

HMO, or Health Maintenance Organization, is a type of health plan that offers a local network of doctors and hospitals for you to choose from. It usually has lower monthly premiums than a PPO or an EPO health plan. You pay a higher deductible to get a lower monthly health insurance premium.

PPO, or Preferred Provider Organization, is a type of health plan that offers a larger network, so you have more doctors and hospitals to choose from. Your out-of-pocket costs are usually higher with a PPO than with an HMO or EPO plan. You pay a higher monthly premium to get more choice and flexibility in choosing your physician and health care options.

EPO, or Exclusive Provider Organization, is a type of health plan that offers a local network of doctors and hospitals for you to choose from. An EPO is usually more pocket-friendly than a PPO plan. However, if you choose to get care outside of your plan's network, it usually will not be covered (except in an emergency). You pay lower monthly premiums and pay a higher deductible when you need health care.

EGWP, Employer Group Waiver Plan, is a group Medicare Part D prescription drug plan option that is offered to retirees who have been promised prescription drug coverage as part of their Other Post-Employment Benefits (OPEB).

PREMIUM This is the amount you pay every month to SDRMA to maintain your health insurance coverage.

COPAY This is a fixed amount you pay for certain covered services, like doctor's visits.

CALENDAR YEAR DEDUCTIBLE This is the fixed amount some plans require you to pay before the plan begins to pay its share for covered benefits.

COINSURANCE Once you have paid your full deductible this is the percentage owed by you to pay for accessed services. This can fluctuate based on the cost the provider is charging and/or what has been agreed to between the Medical carrier and the Provider. Coinsurance is unlike Copay which is always a flat dollar amount.

Maximum Medical Out of Pocket This is the maximum you'll pay per year for medical services before your medical plan begins to pay for 100% of services, protecting you and your family from catastrophic medical expenses. Most of your copayments, deductibles and coinsurance payments will be counted toward this limit.

VOYA FINANCIAL BASIC LIFE AND AD&D – RATES GUARANTEED UNTIL JULY 1, 2023

Example Calculation

Sample for 10+ lives
 1 employee with 100,000 of
 life insurance
 Volume X rate/1000
 $100,000 \times 0.29/1000 =$
 \$29.00

For Groups with 10(+) lives Basic Life and AD&D Benefits		
Eligibility:	All Eligible Employees working at least 20 hrs/wk	
Life Benefits:	Groups may elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments Basic life benefits have to be define by class of employee; i.e. City manager, confidential employees, etc. or All employees as one class or 1x Annual Salary or 2x Annual Salary	
AD&D Benefits:	Same as Life	
Guaranteed Issue Amount	\$100,000	
Benefit Reduction Formula	Age	% of Original Benefit
	65	65%
	70	50%
Accelerated Death Benefit	50% of Life Benefits if less than 6 Month Life Expectancy	
Waiver of Premium	Included	
Seat Belt Benefit (AD&D)	Included	
Rate per \$1,000	\$0.272 *	

SDRMA

VSP VISION – RATES GUARANTEED UNTIL JANUARY 1, 2022 *See page 28, note 14 for Plan Selections

VISION BENEFITS	Option 3	
	In-Network	Non-Network
Copay	\$15 for Exam and/or Materials	
Exam	Covered after Copay	Plan pays up to: \$50
Lenses		
Single	Covered after Copay	\$50
Bifocal	Covered after Copay	\$75
Trifocal	Covered after Copay	\$100
Frames	\$130 Allowance 20% off amount over allowance	\$70
Contact Lenses - Elective	\$130 Allowance	\$105
Contact Lenses - Medically Necessary	Covered after Copay	\$210
Contact Exam and Fitting	Up to \$60	\$0
Frequency of Services		
Eye Examination	12 months	
Lenses	12 months	
Frames	24 months	
Contact Lenses ¹	12 months	
Rates		
Employee Only	\$8.03	
Employee + 1 Dependent	\$15.45	
Employee + 2 or More Dependents	\$24.62	

In an effort to help our members prevent and reduce claims, SDRMA provides Complimentary MemberPlus Services.™ These are just a few of the types of MemberPlus Services™ provided to our members:

- Personalized Online Member Resources – MemberPlus Online™ Portal
- State-of-the-Art Online Safety/Compliance Training – TargetSolutions™
- Employment Law Legal Hotline
- Telephone Triage – Company Nurse (Workers' Compensation members only)
- Discounts For CSDA Training Including Webinars
- Training Workshops (Safety, Loss Prevention)
- Safety, Claims Handling & Risk Reduction Training
- On-site Loss Control Visits & Risk Analysis
- Comprehensive Safety & Risk Management Multimedia Library
- Contribution-Reduction Credit Incentive Program (CIP)
- Occupational Safety & Health Program
- Loss Prevention Allowance Fund
- Hazard Identification Survey
- Claims Policy/Procedure Manual
- Monthly Review of Claims Loss Reports
- Monthly Safety Management Meeting Materials
- Ergonomic Evaluations of Work Areas
- Contract Review & Transfer of Risk Analysis
- Special Events Liability Assistance*

* Additional fees may apply



Hidden Valley Lake Community Services District

In an effort to help our members prevent and reduce claims, SDRMA provides Complimentary MemberPlus Services. Below are a few of these services with the dollar benefit.

SDRMA MemberPlus Services	2019-20 Estimated Value
Safety/Compliance Online Training through TargetSolutions; 12 employees	\$1,200
Loss Prevention Allowance Fund	\$1,000
On-site loss control visits, ergonomic evaluations and risk analysis	\$1,800
*Longevity Distribution for Workers' Compensation	\$442
*Credit Incentive Program; 9% earned for Property/Liability	\$2,350
*Credit Incentive Program; 9% earned for Workers' Compensation	\$2,830
*Multi-Program Discount for Property/Liability	\$3,665
*Multi-Program Discount for Workers' Compensation	\$1,408
Safety/Loss Prevention Training; \$250 per person per day	\$250
Employer Law Legal Hotline; hourly rate	\$250
California Labor Law Poster; \$28.00 each	\$28
Total Estimated Value	\$15,223

*Please note that these credits will appear on your renewal invoices.