



# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

## Personnel Committee Meeting

DATE: January 3, 2019  
TIME: 9:00 AM  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSS AND REVIEW: Discuss CPS HR Consulting's Draft Base Report for the Water Resources Specialist position
- 6) DISCUSS AND REVIEW: Discuss Employee Handbook
- 7) PUBLIC COMMENT
- 8) COMMITTEE MEMBER COMMENT
- 9) ITEMS FOR NEXT AGENDA
- 10) ADJOURNMENT

Public records are available upon request. Board packets are posted on our website at [www.hvllcsd.org](http://www.hvllcsd.org).

In compliance with 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.

**THIS PDQ IS FOR THE CLASSIFICATION OF Water Resources Specialist.**

*The submission process for this questionnaire will involve multiple levels of review for quality control purposes. If you are a Supervisor/Manager reviewing this PDQ, please see the instructions on the following page.*

## **Purpose**

The position description questionnaire (PDQ) is designed to obtain information about jobs within the organization for classification purposes only.

The goal of the PDQ is to capture a **current** and **accurate** picture of the work being performed within a specific position. The information collected will be used to update classifications as necessary and make recommendations to management. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

## **Process**

1. Employee completes PDQ and sends to Supervisor/Manager by **September 17, 2018**
2. Supervisor/Manager reviews PDQ, completes Supervisor/Manager's Statement, and sends to Department Head or if Department Head review is not required, send directly to CPS HR Consultant, Brian Moritsch, at [bmoritsch@cpsshr.us](mailto:bmoritsch@cpsshr.us) by **September 24, 2018**
3. Department Head reviews PDQ and Supervisor/Manager's Statement, completes Department Head's Statement, and sends to CPS HR Consultant, Brian Moritsch, at [bmoritsch@cpsshr.us](mailto:bmoritsch@cpsshr.us) by **October 1, 2018**

## **Employee**

### ***Pre-Populated Fields***

To save employees time, the questionnaire is pre-populated with the information on your existing job description. If a pre-populated statement is not relevant to your position, select the appropriate check box or edit/modify statement as needed.

There are response boxes at the end of each section where you may write in new or additional tasks/functions, explain changes or corrections that need should be made, and provide any other feedback to be considered during the review process. Leave these sections blank if you do not have any changes or additions to the pre-populated boxes.

### ***Additionally, you may***

- Use your existing job description for reference while completing the PDQ.
- Complete as a group only if all respondents are in the same classification and department, under the same supervisor, and most importantly perform identical duties to yours.
- You may attach additional information such as organizational charts, job flyers, etc., with your PDQ.

### ***Completing the PDQ***

#### **If completing electronically**

If you have difficulty opening or completing the document, please ensure that your MS Office Word is compatible with Word 2010 (.docx). This document will not work in Word 97-2003 (.doc).

1. Save PDQ to your computer using the file naming convention of *Classification\_LastName-First Name\_HVLCSD\_PDQ.doc*

*Example: Accountant\_Smith-John\_HVLCSD\_PDQ.doc*

2. Save additional documentation as a separate document using the file naming convention of *Classification\_ Last Name-First Name\_ HVLCSD\_Supporting*
3. Email the completed PDQ and additional documentation to your direct supervisor/manager.

If completing as hardcopy/handwritten

1. Print document and complete all fields
2. *Paperclip* the PDQ and additional documentation and submit to your direct supervisor/manager.

**Direct Supervisor**

Please review the PDQ after it is completed by the employee and answer the questions on the Supervisor/Manager Statement page at the end of the document. It is important that you **do not change** any of the information submitted by the employee. Then complete the Knowledge and Abilities Section for the classification.

**Department Head**

Please review the PDQ after it is reviewed by the employee's supervisor and answer the questions on the Department Head Statement page at the end of the document. It is important that you **do not change** any of the information submitted by the employee.

Upon completion of the PDQ, please send to Brian Moritsch at [bmoritsch@cpshr.us](mailto:bmoritsch@cpshr.us).

Thanks again for your participation! If you have any questions, please contact:

Brian Moritsch  
Lynda Guerra\*  
(\*technical support)

[bmoritsch@cpshr.us](mailto:bmoritsch@cpshr.us)  
[classandcomp@cpshr.us](mailto:classandcomp@cpshr.us)

(916) 471-3339  
(916) 471-3473

**EMPLOYEE INFORMATION**

**Name**

Alyssa Gordon

**Work Phone Number:**

707-987-9201

**Work Location:**

19400 Hartmann Rd, HVL, CA 95467

**Work E-mail Address:**

[agordon@hvlcsd.org](mailto:agordon@hvlcsd.org)

**Current Classification Title:**

Water Resources Specialist

**Length of Time in Current Position:**

4.5yrs

**Supervisor's Name:**

Kirk Cloyd

**Supervisor's Classification Title:**

General Manager

**SECTION 1: JOB SUMMARY**

**1: Classification Definition**

Does the classification definition below accurately describe the general responsibilities and work performed by this classification?

YES       NO

Under general supervision; plans and conducts technical studies and special projects to support District operations and policy/program development; performs related duties as assigned.

If **No**, please add any additional relevant information that needs to be included and/or edit the statement as needed in the area below.

Regulatory Compliance (CCR, EAR, RMP, GMR, CERS, CIWQS, WDR)  
Represent District (BOD, IRWM, ACWA, SWRCB, CVRWQCB, LAFCO)  
Monthly Reporting  
Project Management  
Budget/CIP Planning  
Vendor Management  
Grant Management  
RFP/Bid Management  
Emergency Management  
SCADA administration  
GIS administration  
Utility Billing administration  
Field Operations liaison  
Water/Wastewater certification  
Mentor  
Oversight  
Governance  
Database, MS Office proficiency  
Supervisory (occasional)

## SECTION 2: POSITION FUNCTIONS

### **2A: Essential Functions**

After reading each of the essential functions on the following page, rate each statement on the items below in columns 2 – 5 (Frequency, Importance, Needed at Entry, and Added in Last Year) and complete the items in columns 6 – 8 (% Of Time Spent on Task, Where Does Work Come From, and Work with Whom to Complete).

You may provide additional statements and comments. Add any additional essential functions or comments in Section 2D in the table and comment box at the end of the section.

If you provide a description of your essential functions, please use terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words and be specific. For example:

#### DO THIS

- Receives, opens, time stamps, and distributes incoming mail
- Calculates, verifies, and posts billing amounts
- Maintains accurate records on the flow of input information, output records, machine operations, operator assignments, and staff time

#### DON'T DO THIS

- Assists in handling mail
- Prepares final billings
- Keeps records

### Statement Rating

- **Frequency:** How frequently do you perform this task?
  - **Never.** I do not perform this task in my job.
  - **Infrequently.** I perform this task no more than once a month.
  - **Somewhat frequently.** I perform this task no more than once a week.
  - **Frequently.** I perform this task several times a week, but no more than once a day.
  - **Very frequently.** I perform this task several times each day.
- **Importance:** How important is this task for successfully performing your job?
  - **Not important.** This task is not important to my job. Failure to successfully perform this task typically has no consequence.
  - **Minor importance.** This task is of minor importance to my job. Failure to successfully perform this task has little or no consequence.
  - **Important.** This task is important to my job. Failure to successfully perform this task has some negative consequences.
  - **Critical.** This task is one of the most essential tasks of my job. Failure to successfully perform this task has significant negative consequences.
- **Needed at Entry:** Is it necessary to know how to perform this task upon entry into this job?
  - **No** = Success in this job does not require proficiency in this task prior to entry. Job demands allow a newly hired person to acquire task proficiency through training or experience on the job.
  - **Yes** = Success in this job requires experience performing this task prior to entry. Job demands require task proficiency soon after hire (for example, in the first week or so) and there is no opportunity to learn to perform this task through training or experience on the job.
- **Added in Last Year:** Was the task added in the past year?
- **% of Time Spent on Task:** Provide the approximate percent of time spent on each essential function. The total of all percentages should equal 100%. If the total percent of time spent on tasks totals more than 100% due to overlap in duties, please explain in the text box below.

**Hidden Valley Lake Community Services District and CPS HR Consulting**  
*PDQ for the Classification of Water Resources Specialist*

#	1 Essential Function	2 Frequency	3 Importance	4 Needed at Entry	5 Added in Last Year	6 % of time Spent on Task	7 Where Does Work Come From	8 Work with Whom to Complete
1	Collects, assembles, analyzes and interprets data pertaining to a variety of water resource management issues including supply/demand projections, water use and treatment, water quality, financial, and historical trends.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FO	
2	Prepares narrative and statistical reports and makes recommendations in connection with these studies.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		GM/BOD	
3	Assists in the development and adoption of District initiatives through research and analysis.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input checked="" type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		GM/FO	
4	Assists with the development and maintenance of water production, treatment, and/or water use computer databases.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FO	
5	Assists with the preparation and presentation of water resources exhibits at community events.	<input checked="" type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input checked="" type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Admin	
6	Attends meetings, makes oral presentations and presents findings.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		GM/BOD	
7	Collects, prepares and submits reports in accordance with regulatory requirements (CCR, EAR, RMP, GMIR, CERS, CIWQS, WDR)	<input checked="" type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FO, County, SWRCB, CVRWQCB	

Hidden Valley Lake Community Services District and CPS HR Consulting  
 PDQ for the Classification of Water Resources Specialist

#	1 Essential Function	2 Frequency	3 Importance	4 Needed at Entry	5 Added in Last Year	6 % of time Spent on Task	7 Where Does Work Come From	8 Work with Whom to Complete
8	Represent the District at public and utility related organizations (BOD, IRWM, ACWA, SWRCB, CVRWQCB, LAFCO, CALWep) with both attendance and opinions.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input checked="" type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		GM/BOD/WRS	
9	Maintain monthly reporting obligations (Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring).	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input checked="" type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FO/W&B/billing	
10	Assume project manager role for large projects (Valley Fire, 2017 Floods, I&I Reduction, AMI, LHMP, HMGP).	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input checked="" type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		GM/CalOES	
11	Participate in planning, development and presentation of annual budget, and 5 year CIP.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input checked="" type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		GM/Bookkeeper	
12	Manage multiple vendors in accordance with contract terms and support needs (AHI, Trane, Schnieder Electric, Wonderware, Wagner&Bonsignor, Telstar, GHD, Coastland, AT&T, Verizon, Solectria, InCode, Teledyne, NBS, CalOES). Also provide data during feasibility studies	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		WRS	
13	Pursue opportunities, gather information, and develop and submit grant or loan applications. Once funded, administer grant/loan according to the relevant terms (CWSRF, DWSRF, IRWM PIF, FEMA RPA, USBR).	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		WRS/GM/Vendors	



**Hidden Valley Lake Community Services District and CPS HR Consulting**  
*PDQ for the Classification of Water Resources Specialist*

#	1 Essential Function	2 Frequency	3 Importance	4 Needed at Entry	5 Added in Last Year	6 % of time Spent on Task	7 Where Does Work Come From	8 Work with Whom to Complete
14	Be the Closed Bid and Request for Proposal main point of contact. Coordinate public notice (newspaper, website, bulletin board, bid house notification), and respond to inquiries. Collect bids/proposals and open bids. Coordinate selection, award of contract, and notice to proceed.	<input type="checkbox"/> Never <input checked="" type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input checked="" type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		GM/WRS	
15	Help maintain District operations during an emergency (Valley Fire, 2017 Floods, power outages), and maintain and train according to SOP (RMP, CERS).	<input checked="" type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input checked="" type="checkbox"/> Very Frequently	<input checked="" type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		GM	
16	Provide support and administration to the District Supervisory Control and Data Acquisition (SCADA) system. Troubleshoot issues, and escalate if necessary. Facilitate upgrades as needed.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input checked="" type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		FO	
17	Continuously improve the ArcGIS mapping environment. Make maps for individual requests with existing database. Build database to expand the capacity of maps at the District via data collection. Develop and maintain a geometric database for water & wastewater infrastructure, and apply hydrologic modeling to this database. Leverage mapping to assist in field operations troubleshooting and maintenance plans.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		WRS	
18	Have a general understanding of the District's in-house Utility Billing software, in order to support water consumption, water loss, and sewer use data. Generate "average sewer use" figure annually for billing staff. Leverage project administration and General Ledger functionality for budgeting and project management activities. Support billing staff during high call volumes.	<input checked="" type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input checked="" type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Billing/ WRS	

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 PDQ for the Classification of Water Resources Specialist

#	1 Essential Function	2 Frequency	3 Importance	4 Needed at Entry	5 Added in Last Year	6 % of time Spent on Task	7 Where Does Work Come From	8 Work with Whom to Complete
19	Be the liaison between Field Operations and Administration. Assist in documentation and database management of daily water & wastewater rounds, and monthly drawdowns. Monitor Service Orders for water loss calculations.	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input checked="" type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	100%	EO	

**2B: Occasional Functions/Special Tasks & Duties**

List other tasks/duties not listed in Section 2A that are performed occasionally as part of the job. If you need more space, attach additional pages.

**Frequency:** indicate the number of times per week/month/quarter/year etc., or number of hours per week/month etc.

#	Occasional/Special Function	Frequency	Added in Last Year
1	Supervisory – When the District chooses to participate in a Fellowship program (Americorps, CiviSpark), be the Site Supervisor for two fellows for the 11 month service year. Coordinate daily activities, train, mentor, and provide oversight and guidance to meet goals.	Constant, last 18 months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	ACWA State Legislative Committee – During the Legislative Session, be a voting member of the ACWA SLC in support of fair and equitable representation of statewide water agencies, and responsible law-making.	Monthly, last 2 yrs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	IT Support – Support network file & print server administration, and troubleshooting. Monitor and Support Trend Antivirus, Parallels client, Acronis, Ricoh Scanning, Solectria.	Daily, since date of hire	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Interim Administrative Officer, Interim Controller – Perform the duties of these positions until a full-time employee is hired. Be trained by departing employee (if possible), and train incoming employee	IAO - 12/15 – 9/16 IC – 6/16 – 11/16	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5	Field Operator – Assist in daily operations as needed, courtesy notice delivery, manual meter reading.	Rarely, once or twice a year.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**2C: Similar Duties Performed by Others**

Do any other employees perform duties similar/identical to this job? If so, list their names and titles.

#	Employee	Title
1		

**2D: Additional Statements and Comments**

2D Continued – Comments –

#	1 Essential Function	2 Frequency	3 Importance	4 Needed at Entry	5 Added in Last Year	6 % of time Spent on Task	7 Where Does Work Come From	8 Work with Whom to Complete
1		<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Please provide any additional comments for review regarding **essential function**.

### **SECTION 3: KNOWLEDGE/SKILLS/ABILITIES**

This section has been prepopulated with Knowledge, Skill, and Abilities statements (KSAs) from your current job description. Rate each statement on importance, whether needed at entry, and value. Please, do not edit the pre-populated statements.

You may provide additional statements and comments. Add any additional KSAs or comments in Section 3C in the tables and comment box at the end of the section.

KSAs are defined as:

- **Knowledge:** A body of information that an individual must know to perform an activity; understanding gained through experience or education. (Examples: Knowledge of Departmental Rules and Regulations, and Knowledge of UNIX programming language/protocols)
- **Skill:** A learned physical/psychomotor act. (Examples: driving a car, using hand tools, and typing)
- **Ability:** The potential to apply a knowledge or skill to a given situation; abilities usually involves cognitive processing. (Examples: mathematical ability, ability to orally communication, writing ability, and ability to read blueprints)

After reading the KSAs, rate each statement on the following:

- **Importance:** How important is this KSA for successfully performing your job?
  - **Not important.** This KSA is not important to successful performance.
  - **Minor importance.** This KSA is of minor importance to successful job performance.
  - **Important.** This KSA is important for successful performance.
  - **Critical.** This KSA is essential to the job and is critically important to successful performance.
- **Needed at Entry:** Is this KSA needed upon entry into this job? In other words, must an individual be competent in a particular area before entering the job, or is an individual expected to gain competence through training or experience on the job.
  - **No** = Successful job performance does not require proficiency in this KSA prior to entry. Competence in this area must be developed over time through training or experience on the job.
  - **Yes** = Successful job performance requires this KSA prior to entry. Competence in this area is difficult to acquire, and job demands require this KSA soon after hire (for example, in the first week or so).
- **Distinguishing Value:** Beyond a minimally required level, do employees who have greater competence in this KSA perform more effectively than employees who are less competent in this KSA?
  - **No** = Success in this job does not require proficiency in this task prior to entry. Job demands allow a newly hired person to acquire task proficiency through training or experience on the job.
  - **Yes** = Success in this job requires experience performing this task prior to entry. Job demands require task proficiency soon after hire (for example, in the first week or so) and there is no opportunity to learn to perform this task through training or experience on the job.

**3A: Knowledge Statements**

#	Knowledge Statement	Importance	Needed at Entry	Distinguishing Value
1	Have a strong knowledge of MS Office products (Word, Excel), and proficiency in Publisher, Adobe Acrobat writer. Have an awareness of the principles of database management and SCADA HMI.	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Acquire Water/Wastewater Certifications within the first 18 months of hire (T1, D1, WW1).	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	Provide mentorship and oversight to cross-functional teams. Be strong proponent of work ethic, urgency, and prioritization of District operations and methods.	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Possess a knowledge or willingness to learn the principles of governance at a Special District, including the Brown Act, and Roberts Rules of Order.	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input checked="" type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5	Experience working with ArcGIS, to include attribute tables, and symbology. Knowledge of the following platforms: ArcGIS for Desktop, ArcGIS Pro, ArcGIS Online, Collector for ArcGIS, Workforce planning and GNSS devices.	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**3B: Skill Statements**

#	Skill Statement	Importance	Needed at Entry	Distinguishing Value
1	Organization, and cross-function interaction	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**3C: Ability Statements**

#	Ability Statement	Importance	Needed at Entry	Distinguishing Value
1	Ability to multi-task, autonomously on a variety of complex tasks and/or projects	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#	Ability Statement	Importance	Needed at Entry	Distinguishing Value
2	Ability to work within a changing environment, making decisions amidst ambiguity.	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input checked="" type="checkbox"/> Critical	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Please provide any additional comments for review regarding KSAs.

The Supporting documents (3) represent the research on open jobs that helped define specifics within this job description.

**SECTION 4: MINIMUM QUALIFICATIONS**

**4A: Education**

Check the education that is minimally required to perform the job:

- Less than High School
- High School Diploma or Equivalent (GED)
- Technical School
- Associate Degree
- Bachelor's Degree (Undergraduate)
- Graduate Degree
- Doctorate Degree

**4B: Experience**

Check the years of experience that is needed to proficiently perform the job:

- No experience needed
- 6 months or less
- 1 year
- 2 years
- 3 years
- 4 years
- Other:  (enter length of time and specify months/year)

**4C: Additional Education or Experience**

Describe any specific education and/or previous work experience required to perform the job. (For example, what type of background would you expect a successful job applicant to have?)

Working in a Special District or other Local Government Agency.

Water/Wastewater related activities

Technical writing

Program Management

Database Administration

Presentation skills

**4D: Licenses & Certifications**

1. Does the job require a Driver's License?

- YES    NO      If yes, specify type:

2. Please list any other licenses or certificates required by law or your employer to perform your job.

#	License or Certificate	Required by:	
		Law	Employer
1		<input type="checkbox"/>	<input type="checkbox"/>

**4E: Equipment Used**



**Hidden Valley Lake Community Services District and CPS HR Consulting**  
*PDQ for the Classification of Water Resources Specialist*

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List electronic equipment, software, machines, tools, instruments, equipment, protective or vehicles used in performing the essential duties of the job. Give the percent of time spent in use or operation for each.

#	Equipment	% of Time	#	Equipment	% of Time
1	Computer	80	6		
2	Telephone	10	7		
3	Company vehicle	10	8		

**SECTION 5: IMPACT AND SCOPE**

**5A: Work Products**

List services and/or any work products directly generated as a result of the tasks and duties performed (e.g., policies, guidelines, budgets, reports, letters, memos, computer-generated printouts, profit and loss statements, etc.). List the receiver of each of these services/work products.

#	Services/Work Product(s)	Receiver(s)
1	Field Operations Report	BOD
2	ACWA SLC Report	BOD
3	WaterMaster Report	W&B, SWRCB
4	Groundwater Monitoring Report	SWRCB, Callayomi Water District, W&B, Water Rights attny, senior water rights holders
5	Standard Operating Procedures	GM/FO
6	Quarterly Moratorium Report	SWRCB
7	EAR	SWRCB
8	CCR	SWRCB, Public
9	CERS	County EHS
10	RMP	County EHS, EPA
11	CIWQS	CVRWQCB

**5B: Boards, Commissions, and/or Standing Committees**

List Boards, Commissions, and/or Standing Committees assigned as part of the duties of the position and indicate the participatory role by checking the appropriate box.

#	Board / Commission / Committee	Receiver(s)			
		Chair	Member	Executive Officer	Staff Support
1	ACWA State Legislative Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	EAR Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	CalWep	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5C: Internal Contacts**

List persons within the organization, other than the direct supervisor and any direct subordinates, with whom there is regular contact while performing the duties of the position. Briefly describe the purpose (for example, to exchange information, make recommendations, make decisions, resolve conflicts) for these contacts and the frequency of their occurrence (e.g. daily, weekly, monthly, quarterly, annually).

#	Internal Contact(s)	Purpose(s)	Frequency	
1	Utility Supervisor	<b>Working together to achieve common goals. Troubleshooting issues, staffing needs</b>	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
2	Full Charge Bookkeeper	<b>Sharing information and ideas regarding expenditures, budget, project, and capital improvements.</b>	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
3	Administrative Assistant	<b>Assistance with form, application, and the progression of projects. Scheduling of BOD reports.</b>	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
4	Field Operators	<b>Assistance with daily, weekly, monthly rounds reporting.</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
5	Billing department	<b>Changes to billing codes related to projects, assistance with high call volumes, notification of public availability of specific reports.</b>	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually

**5D: External Contacts**

List the contacts regularly made with persons who are external to the organization while performing the duties of the position. Describe the purpose (for example, to exchange information, make recommendations, make decisions, resolve conflicts) of those contacts and the frequency of their occurrence (e.g. daily, weekly, monthly, quarterly, annually).

#	External Contact(s)	Purpose(s)	Frequency	
1	Coastland Engineering	<b>Project assistance; construction estimates, CA contract code, analysis, bid assistance</b>	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
2	Regional support, SWRCB	<b>Assistance in required reporting, moratorium support.</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
3	Applied TS	<b>Facilitation of IT needs including login batch file, DNS, AD, image management.</b>	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
4	Wagner & Bonsignor	<b>Report submission, support and guidance with water rights issues.</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
5	GHD	<b>Support and guidance with special CVRWQCB requirements, and regular contract maintenance</b>	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually
6	AHI	<b>Contract management</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually
7	Schneider Electric	<b>CWSRF application coordination</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
8	Wonderware	<b>Contract management, technical support</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually
9	Telstar	<b>Scheduling of on-site support, calibration, special projects</b>	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually
10	AT&T	<b>Billing discrepancies</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually
11	Verizon	<b>Billing discrepancies</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually
12	Solectria	<b>Solar inverter support and troubleshooting</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
13	InCode	<b>Troubleshooting, special projects</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
14	Clipper Controls (Teledyne)	<b>Purchase and product support</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually
15	NBS	<b>Review of rate study</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually
16	CalOES/FEMA	<b>Public assistance and reimbursement support</b>	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annually

**SECTION 6: SUPERVISION/DIRECTION**

**6A: Supervision/Direction Received**

1. Please select **one** of the following type and amount of supervision that best describes the type and amount of supervision that the position receives.

- Supervisor frequently checks job activities.
- Works alone on routine or regular work assignments and checks with supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.
- Receives occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Plans and/or determines specific procedures or equipment required to meet assigned objectives and solves non-routine problems. Refers only unusual matters to supervisor.
- Works from broad policies and towards general objectives. Refers specific matters to superior(s) only when interpretation or clarification of organizational policies is necessary.
- Works from general directives or broadly defined missions of the organization.

2. From whom are work assignments received?

#	Work Assignment(s)	Assigned By	Title
1	Monthly, Quarterly, Annual Reporting	Kirk Cloyd, BOD, Dennis White	GM, Director, Utility Supervisor
2	Large projects	Kirk Cloyd, Dennis White	GM, Utility Supervisor
3	Fellowship	Kirk Cloyd, Meredith Thompson	GM, CivicSpark Project manager
4			
5			

3. How is work checked in order to discover/eliminate errors?

Feedback from receiving department/external agency.

**6B: Supervision/Direction Given**

1. Does the description of supervision provided below accurately describe the general responsibilities and work performed by this classification?

YES     NO

This is a non-supervisory position.

If **No**, please add any additional relevant information that needs to be included and/or edit the statement as needed in the area below.

Occasional needs to fill a supervisory role during special projects such as the CivicSpark Fellowship

Please answer the following questions even if you agree with the statement above or provided information in the text box.

2. Does the position directly supervise employees?

YES     NO

Indicate the total number of employees supervised directly:        2

and indirectly: \_\_\_\_\_

3. Does position perform "Lead" duties?

(Lead duties generally include providing training and/or ongoing guidance to staff; assigning and monitoring work; and assisting in providing information to the supervisor in areas such as employee selection, performance evaluations, and coverage schedules. Lead workers are typically not responsible for hiring/firing, corrective action, or preparing performance evaluations though they may provide input for the evaluations.)

YES     NO

4. List the employees directly supervised or lead (include name, classification, and status). If position supervises or leads more than ten employees, list only the job titles and number of people supervised:

Status

- FTE = Full-time Employee
- PTE = Part-time Career or Part-Time Contract Employee (seasonal/intermittent)
- TEMP = Temporary or Contract Employee

#	Job Title	Name(s)	# FTE	# PT/TEMP
1				
2				
3				
4				
5				

5. **What type of supervision/lead is provided?** Please select all of the supervisory/lead duties performed, the level of authority, and indicate whether the activity is performed for employees, non-employees (e.g. contractors), or both.

Duty	No Authority	Recommend	With Prior Approval	On Own Authority	Employee or Non-Employee
Train others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hire employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan and/or schedule work for others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Plan and/or schedule work for others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Assign or delegate work to others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Assign or delegate work to others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Monitor work of others on specific projects or on a daily basis (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Establish rules, procedures, and/or standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Approve overtime and/or leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluate performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Take corrective action	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resolve complaints and/or grievances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**SECTION 7: STATEMENTS AND SIGNATURES**

**7A: Employee's Statement**

**EMPLOYEE'S STATEMENT**

If there are other aspects of your job not covered in this questionnaire that are important in understanding your job content, please describe below. You may also attach additional information or pages if needed. This includes any previous PDQs or job-related documents.

**This job has evolved based on the needs of the District. In some instances, work was performed because;**  
a) there was no one else,  
b) seeking external help would have been prohibitively expensive, or  
c) mistrust, attrition and litigation did not engender an environment for guidance or direction.

**This does not imply that the work now established in this position, is extraneous, only an explanation of how it got to be this way. The following is an attempt to make a few logical inferences to areas of responsibility for a long term, stable job description;**

- 1. Conservation should move into the responsibility of the Water Resources Specialist**
- 2. IT support should be migrated out of the Water Resources Specialist's responsibility**
- 3. Watermaster Reporting can be more fully adopted by the Water Resources Specialist**
- 4. A definitive, tangible, achievable Strategic Plan, along with a 5 year Capital Improvement Plan should serve as the overarching guidance document for the Water Resources Specialist.**
- 5. Travel, training, and conferences in the pursuit of the Water Resources Specialist goals and objections (aka Strategic Plan & CIP) should have a line item in the budget.**
- 6. Keep using CivicSpark! We have gained great capacity with their assistance.**

By checking this box, I certify that I am the individual named below who has completed this questionnaire.

**Printed Name:**

Alyssa Gordon

**Classification Title:**

Water Resources Specialist

**Signature:**

**Date:**

**You have completed the employee section of the Classification Questionnaire. Please send to your immediate supervisor for review.**

**7B: Supervisor/Manager's Statement**

**SUPERVISOR/MANAGER'S STATEMENT**

After reviewing this employee's questionnaire carefully to see that it is accurate and complete, please fill out Items 1-9 below.

Do not fill in these items unless you supervise the employee directly. Your certification below means that you accept responsibility for the accuracy and completeness with which the entire questionnaire describes the duties and responsibility of the job.

If the Employee's Statement does not express your view of the duties, responsibilities and essential functions that you have assigned the employee, please clarify or elaborate below. **Please allow your employees to review your responses if they request to see them.**

There are two essential cautions you should observe:

- **Under no circumstances** should the employee's entries in the Employee's Statement section be altered.
- Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

1. Does the **classification definition** and **distinguishing characteristics** of the classification accurately reflect the general responsibilities and work performed by this classification? If not, please clarify.

Yes, however, the general responsibilities have grown to include wastewater analysis and reporting which is not called out in the current job description. Other items not directly called out specifically in the current job description are: The annual Consumer Confidence Report, provide contractors with data so they can develop the Environmental Analysis Report, Risk Management Plan, Groundwater Monitoring Report and Local Hazard Mitigation Plan. Additionally, this position reports routine and nonroutine data to through the California Environmental Reporting System, California Integrated Water Quality System and Waste Discharge Requirements to the state of California.

This position routinely represents the District at the Association of California Water Agencies and as directed with the State Water Resources Control Board, Central Valley Regional Water Quality Control Board. On occasion and at the direction of the G.M., this position interacts with the Local Agency Formation Commission and the Integrated Regional Water Management Group.

2. Do you agree with the **essential tasks** and the ratings provided by the employee? If not, please clarify.

Yes in general, however, in no instance is work directed or given from the Board of Directors to general staff. All work, duties and assignments are bestowed on the G.M. as the BOD's ONLY employee. Work assignments are then delegated by the G.M. according to the functions of a position and the ability of those filling the position.

Note for clarification: Item 10-Several items did not occur in the last year. (I.e. Valley Fire and the Jan./Feb. 2017 Floods). Item 11-For the most part, this function has been shifted to the Full-Charge Bookkeeper. Item 12- Manage multiple vendors in accordance with contract terms and support needs (CivicSpark should be added as a vendor/contractor that this position manages.) Item 14-Several functions are shared with the Administrative Assistant to the G.M. providing redundancy and backup such as public notification in the newspaper, on the District bulletin board and District Website. The storage of all contracts and documents are the sole responsibility of the Administrative Assistant to the G.M. Item 15-Should also include drafting SOP's for review and approval by the G.M. Item 17-Should include develop and maintain a geometric database for Recycled Water as well.

**2B: Occasional Functions/Special Tasks & Duties Item 1- Supervisory:** The employee sees their role with the Americorps, CiviSpark program, as supervisory, whereas the District views the Americorps, CiviSpark program as another contractor that reports on site. This is further evidenced in the short term of the Fellows contract with the

District (11 months). As with other contracted services, staff coordinates daily activities, trains, mentors, and provides oversight and guidance to meet District goals. **Item 3-IT Support** – Many of these functions have been turned over to Applied Technology, the District’s new IT Services Provider. (Some functions still remain, I.e. Monitor and Support Trend Antivirus, Parallels client, Acronis, Ricoh Scanning & Solectria.) **Item 4** – These functions were transferred to the Full Charge Bookkeeper in 2017. **Item 5 - Field Operator** – These functions were for the purposes of crass training only to help staff appreciate the functions performed by other employees and are not examples of routine or even periodic functions.

3. Do you agree with the **KSAs** and the ratings provided by the employee? If not, please clarify.

**KSA 2**-Acquire Water/Wastewater Certifications within the first 18 months of hire (T1, D1, WW1). This appears to be a self-imposed goal not covered in nor required by the current or future job description. The District supports the acquisition of Knowledge Skills and Abilities outside the job description but can not base a PDQ on such efforts.

4. Do you agree with **education/experience** statement? If not, please clarify.

Agreed.

5. Do you agree with **licenses/certification** statement? If not, please clarify.

Agreed: Class 3 Drivers Lic. only

6. Do you agree with the **impact and scope** as described by the employee? If not, please clarify.

Agreed.

7. Do you agree with the **supervision given/received** as described by the employee? If not, please clarify.

At no time are work assignments received from the BOD. The BOD directs their only employee, the G.M., and the G.M. provides work assignments to staff including this position.

8. What additional information should be considered in evaluating the appropriate classification for this position?

This position does not fill a supervisory roll as it does not over see any District employees. As with other outside contract services, the AmeriCorps, CivicSpark program provides two contracted staff members which this position gives guidance with expected results. The AmeriCorps, CivicSpark program is a Fellowship to aid in the fulfillment of recently graduated college level individuals to gain industry knowledge while performing specific duties beneficial to the host agency and previously identified local agencies.

9. Is reorganization or other changes planned or taking place in your organization that will impact the content or level of this job?

Reorganization has already taken place which shifts several duties identified in this PDQ from the short term responsibility of the Water Resource Specialist to the appropriate positions as they were refilled over the past 18 months.

After completing your review, send to the Department Head.

By checking this box, I certify that I supervise the employee who has completed this questionnaire.

Printed Name:

Kirk Cloyd

Classification Title:

General manager

Signature:



Date:

Oct. 18, 2018

**7C: Department Head's Statement**

**DEPARTMENT HEAD'S STATEMENT**

After reviewing this employee's questionnaire carefully to see that it is accurate and complete, please complete the items below.

Do not fill in these items unless you are the applicable Manager/Director. Your certification below means that you accept responsibility for the accuracy and completeness with which the entire questionnaire describes the duties and responsibility of the job.

If the Employee's Statement does not express your view of the duties, responsibilities and essential functions that you have assigned the employee, please clarify or elaborate below. **Please allow your employees to review your responses if they request to see them.**

There are two essential cautions you should observe:

- **Under no circumstances** should the employee's entries in the Employee's Statement section be altered.
- Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

After you have reviewed this questionnaire and completed this page, please send to Brian Moritsch at [bmoritsch@cpsshr.us](mailto:bmoritsch@cpsshr.us).

Do you agree with the other information given by the employee and/or immediate supervisor?

YES       NO

If not, please clarify:

N/A
-----

Printed Name:

Kirk Cloyd

Signature:



Classification Title:

General Manager

Date:

October 18, 2018

December 6, 2018

# Hidden Valley Lake Community Services District

## DRAFT Base Salary Report Water Resources Specialist

Submitted By:

Justin Tucker

Project Manager

[jtucker@cpsshr.us](mailto:jtucker@cpsshr.us)

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# **I. Introduction**

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CPS HR Consulting (CPS HR) was retained by Hidden Valley Lake Community Services District (District) to conduct a Classification and Base Salary Compensation Study for the Water Resources Specialist classification. The Water Resources Specialist is a single incumbent classification. As a result of the Classification Study, the classification specification for Water Resources Specialist was updated and modernized to fit the needs of the District and describe the duties, responsibilities, knowledge, skills, and abilities necessary to perform the job.

Following the completion of the Classification Study, a Base Salary Study was conducted. The District has an established labor market which consists of eleven labor market agencies. CPS HR was able to identify four comparable job matches for Water Resources Specialist. Most agencies within the District's labor market split the duties performed by the Water Resources Specialist among two or more different classifications. Salary data was aggregated and the labor market mean is provided to the District to assist in making any pay adjustments to the Water Resources Specialist classification. This report will document the findings and recommendations of the Classification and Base Salary Study.

This report presents salary data collected from the District's established labor market with an effective date of October 1, 2018.



## II. Study Scope and Work Plan

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The following tasks were completed for the Classification and Base Salary Study:

1. The CPS HR consultant held a conference call with the District's General Manager to discuss the project and clarify the scope. The study classification and labor market agencies included in the study were provided by the District.
2. Reviewed background materials provided by the District. Materials reviewed included classification specifications, salary schedules, and compensation related documents.
3. Developed Position Description Questionnaire (PDQ) designed to capture specific information with reference to current jobs duties and scope of responsibilities.
4. Reviewed completed PDQ. The CPS HR consultant thoroughly reviewed the completed PDQ to obtain an understanding of the duties and responsibilities assigned to position.
5. Conducted an interview with the current incumbent who completed the PDQ.
6. Provided revisions to the current classification specification based on the results of the Classification Study to more accurately reflect the current job duties and requirements of the position.
7. Attempted to identify comparable matches and collect base salary data from eleven agencies within the District's established labor market. In addition to collecting base salary data, CPS HR consultants reviewed classification specifications and related documentation to ensure the data collected and the proposed job matches were comparable.
8. Prepared and delivered the draft report for client review and comments.

### III. Classification Specification Revision

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In January of 2018, CPS HR conducted a Compensation Study for the District. At that time, it was determined that the Water Resources Specialist classification specification did not contain sufficient details to identify appropriate comparisons within the District’s labor market. CPS HR was informed that the classification had evolved over time to include less water conservation duties and broader project management responsibilities. As a result, CPS HR recommended a review of the Water Resources Specialist classification and that updates be made to the classification specification to reflect an accurate representation of the classification’s duties and responsibilities. An accurate classification specification is essential when attempting to make job matches within an established labor market as it provides the basis for making comparisons with other classifications. An accurate classification specification does not guarantee job matches but allows the agency to determine how unique a given job may be within the labor market. The more unique a job is, the more likely internal equity (as opposed to market data), is appropriate in determining compensation.

The first step in the classification process was for the CPS HR consultant to review the District’s current Water Resources Specialist classification specification to become more familiar with the position and its essential functions. Additionally, the CPS HR consultant reviewed similar job descriptions from the following agencies: City of Santa Cruz’s Water Resources Specialist, San Diego County Water Authority’s Water Resources Specialist – Conservation, and Irvine Ranch Water District’s Analyst (Operations). The CPS HR consultant used a PDQ and conducted an incumbent interview to obtain additional classification information.

#### **Position Description Questionnaire and Incumbent Interview**

To evaluate the study position, CPS HR developed a PDQ to gather the following information: essential job functions; budgetary responsibility; supervision given and received; decision-making responsibility; knowledge, skills, and abilities; and minimum job requirements. The CPS HR consultant customized the PDQ for the Water Resources Specialist position by prepopulating the PDQ with the following information from the District’s current classification specifications: job description; essential job functions; knowledge and abilities required; and minimal qualifications for the position. The current incumbent was asked to add to or modify the information provided on the PDQ. By prepopulating the PDQ, CPS HR is better able to determine those areas in which the position has changed or deviated from the classification specification. To maintain the integrity of the classification process, the General Manager reviewed and signed the PDQ to affirm that all pertinent information was correctly captured. The General Manager was requested to provide comments on any information provided by the incumbent within the PDQ. However, the General Manager was not allowed to edit any of the PDQ content submitted by the incumbent.

The PDQ was administered and completed in October 2018. The completed Water Resources Specialist PDQ is included in [Appendix A](#). The CPS HR consultant thoroughly reviewed the PDQ to understand the duties and responsibilities assigned to the Water Resources Specialist position. This information was used as the basis for revisions made to the classification specification and for any additional follow up questions the consultant had for the incumbent.

In October 2018, the CPS HR consultant interviewed the District's Water Resources Specialist incumbent by telephone. The interview lasted 60 minutes. The CPS HR consultant used the Water Resources Specialist interview to gather additional information about the incumbent's job duties and responsibilities, the sequencing of job tasks, job requirements, and the circumstances in which the incumbent interacts with coworkers, external clients, vendors, and other governmental agencies within the State. The Water Resources Specialist interview was also used to clarify information the incumbent provided on the PDQ.

### **Classification Results**

Upon reviewing the materials described above and interviewing the incumbent, the CPS HR consultant determined that the Water Resources Specialist position is properly classified; however, the CPS HR consultant recommends that the current classification specification for the Water Resources Specialist position be updated/revised to more accurately reflect the current job duties and requirements of the position. A copy of the revised classification specification was sent to the incumbent and the General Manager in November 2018 for review and additional feedback. The final version of the Water Resources Specialist classification specification incorporated comments from the incumbent and the General Manager. A copy of the revised Water Resources Specialist classification specification is included in [Appendix B](#).

### III. Base Salary Compensation Study

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The first step in conducting a compensation survey is to determine the basic parameters for the survey. These parameters include:

- The agency's compensation policy
- Labor market agencies
- Survey classification(s)

#### Hidden Valley Lake Community Service District's Compensation Policy

A compensation policy defines the agency's goals and objectives in recruiting and retaining qualified staff to manage and perform the functions necessary to conduct business. The selection of labor market agencies and the labor market position (the point in the labor market at which the agency wishes to set its salaries, such as market median<sup>1</sup>, mean, or another percentile) are two important factors of an agency's compensation policy.

The labor market analysis for this report has been performed relative to the mean which is District's established practice.

#### Labor Market Agencies

The labor market agencies included in this study were selected by the District. The determination of an appropriate labor market involves the application of the selection criteria outlined below.

- **Agency size** – In general, agencies that employ relatively similar numbers of employees may have similar economic demographics. Since it is not possible to find agencies that are exactly the same in terms of this particular selection criteria, the goal is to provide a balanced mix of larger and smaller agencies, thereby minimizing the "skewing" effect when either of these are used exclusively.
- **Geographic proximity** – When considering a labor market, it is important to consider the geographic proximity of potential agencies, since they may be competitors in the recruitment market for most of the agency's employees. If there are not enough agencies within the local market with which to conduct a study, then the geographic area may be expanded to include agencies in other closer counties. Since some agencies provide specialized services, or may be surveying higher-level management classes, the recruitment area may be further expanded to include more regional, or even statewide agencies.
- **Industry** – In general, agencies that provide the same types of services are more likely to have similar types of job classes and are more likely to be recruiting from the same applicant pool as the agency.

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<sup>1</sup> The labor market **median**, or 50<sup>th</sup> percentile, is the data point at which half of the complete range of data (excluding the District's data) is higher, and half of the complete range of data (excluding the District's data) is lower.

- **Competing agencies** – Information regarding the agencies that the agency frequently competes with for talent (i.e., has lost employees to or recruited employees from) is also useful in selecting the labor market agencies.

The eleven (11) public sector agencies that comprise the District’s labor market are as follows:

- City of Calistoga
- City of Healdsburg
- City of Lakeport
- City of Napa
- City of Santa Rosa
- City of Sonoma
- Clearlake Oaks County Water District
- County of Lake
- North Marin Water District
- Town of Windsor
- Valley of the Moon Water District

## **Comparable Classification Methodology**

When conducting a salary survey, the intent is to provide general market trends for the survey classification(s) by comparing the span of control, duties and responsibilities, and knowledge, skill, and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced.

In most studies, it is common to have some benchmark classifications for which limited market data exists. There are many reasons a classification may not have enough comparable data including:

- Differences in the delivery of services
- Differences in span of control
- Differences in organizational structure
- Differences in operational size
- The classification is not commonly found in other agencies
- Agency does not provide that service

CPS HR's best practice is that survey classifications have a minimum of four (4) comparable classifications to be analyzed. The CPS HR consultant was able to identify four (4) matches in the labor market for this study. Because a compensation plan is developed through the analysis of external market data and internal relationships, the lack or absence of sufficient labor market data for a particular classification does not mean that a salary recommendation cannot be developed, since many salary recommendations are ultimately based upon internal equity with other classes.

## IV. Survey Results and Recommendations

The survey scope included the collection of base salary rates (minimum and maximum) for each comparable classification identified. A comparable match was identified in four of the eleven labor market agencies. Table 1 below shows each job match along with the minimum and maximum base hourly rates. If an agency did not have a comparable classification, the designation of “No Comparable Class” was used.

**Table 1: 2018 Base Salary Job Matches for Water Resources Specialist**

Agency	Classification	Min Base Hourly Rate	Max Base Hourly Rate
<b>Hidden Valley Lake CSD</b>	<b>Water Resources Specialist</b>	<b>\$31.48</b>	<b>\$38.41</b>
City of Sonoma	Environmental Compliance Analyst	\$34.03	\$41.37
City of Santa Rosa	Research and Program Coordinator	\$34.94	\$42.45
Town of Windsor	Management Analyst	\$38.90	\$48.57
City of Napa	Management Analyst II	\$40.55	\$48.99
City of Calistoga	No Comparable Class	N/A	N/A
City of Healdsburg	No Comparable Class	N/A	N/A
City of Lakeport	No Comparable Class	N/A	N/A
Clearlake Oaks County Water District	No Comparable Class	N/A	N/A
County of Lake	No Comparable Class	N/A	N/A
North Marin Water District	No Comparable Class	N/A	N/A
Valley of the Moon Water District	No Comparable Class	N/A	N/A

The labor market mean for max base hourly rate is \$45.35. Review of the data collected shows the Water Resources Specialist current max base hourly rate is 15.29% below the labor market mean. The classification’s hourly rate would need to be increased by 18.06% to match the market average. The number of jobs matched is on the low end and mostly come from areas with higher wages due to cost of living and other factors. The District will need to consider how much weight is placed on market data versus internal equity with classifications that have comparable duties and responsibilities.

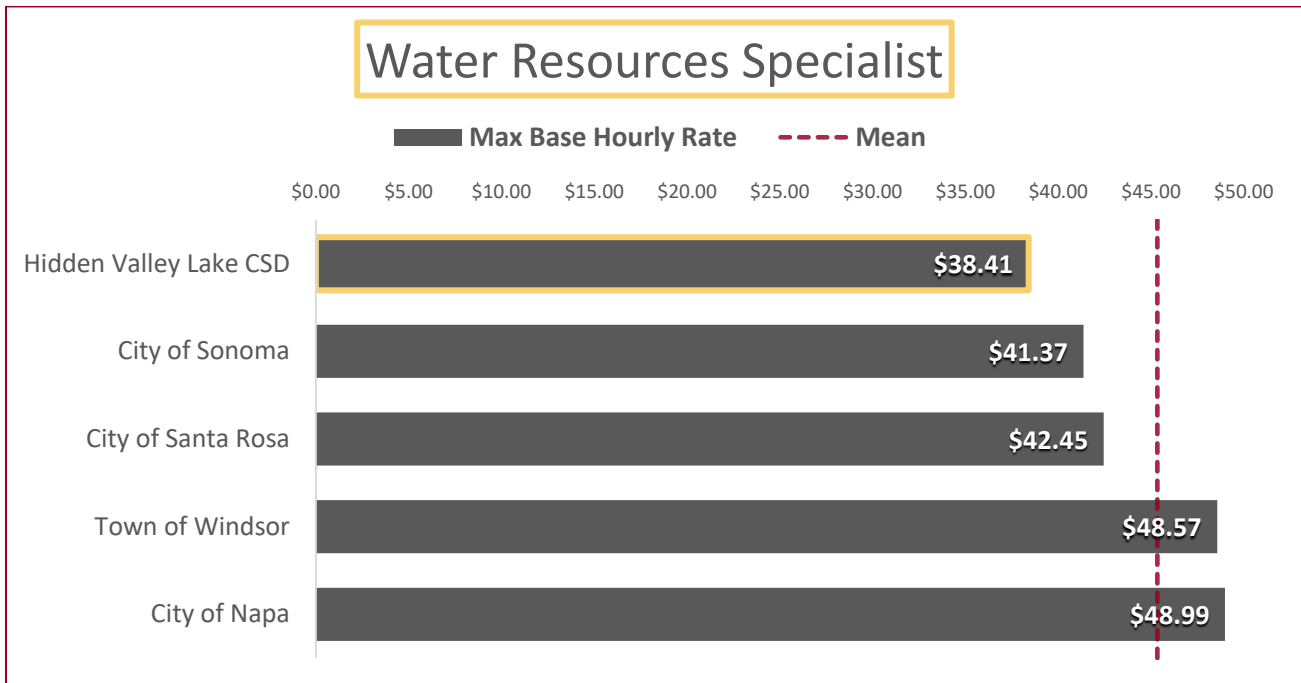
Currently the Water Resources Specialist is compensated at the same rate as the Full Charge Bookkeeper with a maximum hourly rate of \$38.41 which is the highest hourly rate for a non-supervisory classification in the District. The Water Resources Specialist is a non-supervisory position. The highest hourly rate within the District (excluding the General Manager classification) is the Utility Supervisory with a range of \$36.85 to \$44.96. The max end of this range is closer to the market mean but aligning the Water Resources Specialist pay with the Utility Supervisor may cause internal equity issues given the difference in supervisory responsibilities between the two classifications. Without creating a new pay range, the District may choose to keep compensation equal to the Bookkeeper based on internal equity or compensate the classification at the same rate as the Utility Supervisor based on the market data. The District would need to determine if the additional project management duties and increased responsibilities are enough to consider it equitable to the Utility Supervisor. Table 2 on the following page summarizes the base salary data and Figure 1 presents the same data in the form of a bar chart.

**Table 2: 2018 Base Salary Results for Water Resources Specialist**

Salary data effective as of October 1, 2018 (hourly compensation based on 2080 hours worked annually)

Classification	# of Matches	District Maximum Hourly Base Salary	Labor Market Hourly Mean (Maximum)	District % Above/Below Labor Market Hourly Mean	Labor Market Hourly Median (Maximum)	District % Above/Below Labor Market Hourly Median
Water Resources Specialist	4	\$38.41	\$45.35	-15.29%	\$45.51	-15.60%

**Figure 1: 2018 Base Salary Results for Water Resources Specialist**





## Summary

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The base salary data collected shows the Water Resources Specialist is below the labor market mean. Only four comparable matches were identified in the District's established labor market. For most agencies, the duties performed by the Water Resources Specialist are spread out over one or more classifications. The fact that a minimum number of matches were found and most of the matches are in areas that have consistently higher wages than the District means the District will need to consider how much weight to place on market data versus internal equity with classifications that have comparable duties and responsibilities within the District. The Water Resources Specialist currently has the same salary range as the Full-Charge Bookkeeper which is the highest in the District for a non-supervisory classification. Considerations for internal equity will need to be taken into account to determine whether the Water Resources Specialist's compensation should be adjusted or remain the same.

This Draft Base Salary Report provides detailed information concerning the scope of the project, the methodology used to complete the base salary study, and the results of the study showing the District's position in the selected labor market. Should you require any further information or have questions and comments with respect to this draft report, please contact Justin Tucker at 916-471-3385 or via email at [jtucker@cpshr.us](mailto:jtucker@cpshr.us).

## **Appendix A – Position Description Questionnaire (PDQ)**

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**Provided as separate PDF attachment**

## **Appendix B – Water Resources Specialist Classification Specification**

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## **Hidden Valley Lake Community Services District Water Resources Specialist**

### **Definition/Summary**

Under general supervision; a Water Resource Specialist plans and conducts technical studies and special projects to support District operations and policy/program development; develops and maintains a variety of technical databases; compiles various regulatory reports on a regular basis; manages the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; applies for and administer grants and loans; represents the District in various state and local boards and public forums; and performs related duties as assigned.

### **Essential Functions**

- Collects, assembles, analyzes and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with the development and maintenance of water production, treatment, and/or water use computer databases. Assists in documentation and database management of daily water and wastewater rounds, and monthly drawdowns. Monitors service orders for water loss calculations.
- Prepares narrative and statistical reports and in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring).
- Assists in the development and adoption of District initiatives through research and analysis.
- Researches and drafts Standard Operating Procedures (SOPs) for review and approval by the General Manager.
- Represents the district at public and utility-related organizations, makes oral presentations, presents findings, and assists with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).
- Manages multiple vendors in accordance with contract terms and support needs.
- Develops and submits grant and loan applications; administers grants and loans according to relevant terms.

- Assists in the Closed Bid and Request for Proposal process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary. Facilitates upgrades as needed.
- Manages the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software for budgeting and project management activities, and to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.
- Performs lead activities to oversee the District's CivicSpark fellowship and internship program.

#### **Other Duties**

- Performs other related duties as required.

#### **Job Standards/Specifications**

##### *Knowledge of:*

- Rules of English grammar, punctuation, and spelling;
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer;
- Principles of database management;
- Supervisory Control and Data Acquisition (SCADA) systems and software;
- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and
- ArcGIS database software.

##### *Ability to:*

- Perform basic mathematical computations;
- Compile and interpret water resources data;
- Write technical reports regarding various water and wastewater reporting and compliance issues;
- Write grant proposals, loan proposals, and Requests for Proposals;
- Direct the planning and administration of grant and loan programs;
- Plan and conduct analytical and research studies;

- Manage projects, including performing scheduling and overseeing vendor activities;
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics and desktop publishing programs;
- Learn and apply the District's Utility Billing Software;
- Set up and maintain computer records and databases;
- Prepare effective educational and informational written materials;
- Make effective oral presentations to Board of Directors and public groups;
- Represent the District at various state and local boards and groups;
- Make sound independent decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

### **Education and Experience:**

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above. A typical way to obtain the required knowledge and abilities would be:

- a) Graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- b) Three years of experience with a water supply/management organization

### **Typical Physical Activities**

The physical demands described here are representative of those necessary to successfully perform the essential functions of the Water Resources Specialist position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

**Environmental Factors**

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the Water Resources Specialist position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

**License Certificate Registration Requirement(s)**

A valid California driver’s license and satisfactory driving record to maintain insurability is required.



# **HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

## **2018/2019 EMPLOYEE HANDBOOK**

*Approved by the Board of Directors (Insert date)*

The Hidden Valley Lake Community Services District (HVLCS D; District) is an Independent California Special District formed in 1984 by a majority vote of the registered voters of the District. HVLCS D provides water, wastewater and reclaimed water services to the Hidden Valley Lake Community.

The mission of Hidden Valley Lake Community Services District is:

***“To provide, maintain and protect our Community’s water.”***

**INTRODUCTION**

Welcome! As an employee of the Hidden Valley Lake Community Services District (HVLCS D), you are an important member of a team effort. We hope that you will find your position with HVLCS D rewarding, challenging, and productive. This employee handbook is intended to provide you information regarding our operational policies and procedures, what you can expect from us and our overall expectations related to your job performance.

Your understanding of this handbook is important, and we encourage you to discuss with your supervisor any suggestions or questions you may have regarding the information in this handbook, your job responsibilities and/or ways to improve services for our rate-payers. We believe that our success is the direct result of a dedicated team of water and wastewater professionals working together toward a common goal and purpose. We continue to build on that success through an unwavering commitment to ethics, diversity, leadership, employee safety and environmental responsibility.

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Carolyn Graham, President  
Board of Directors

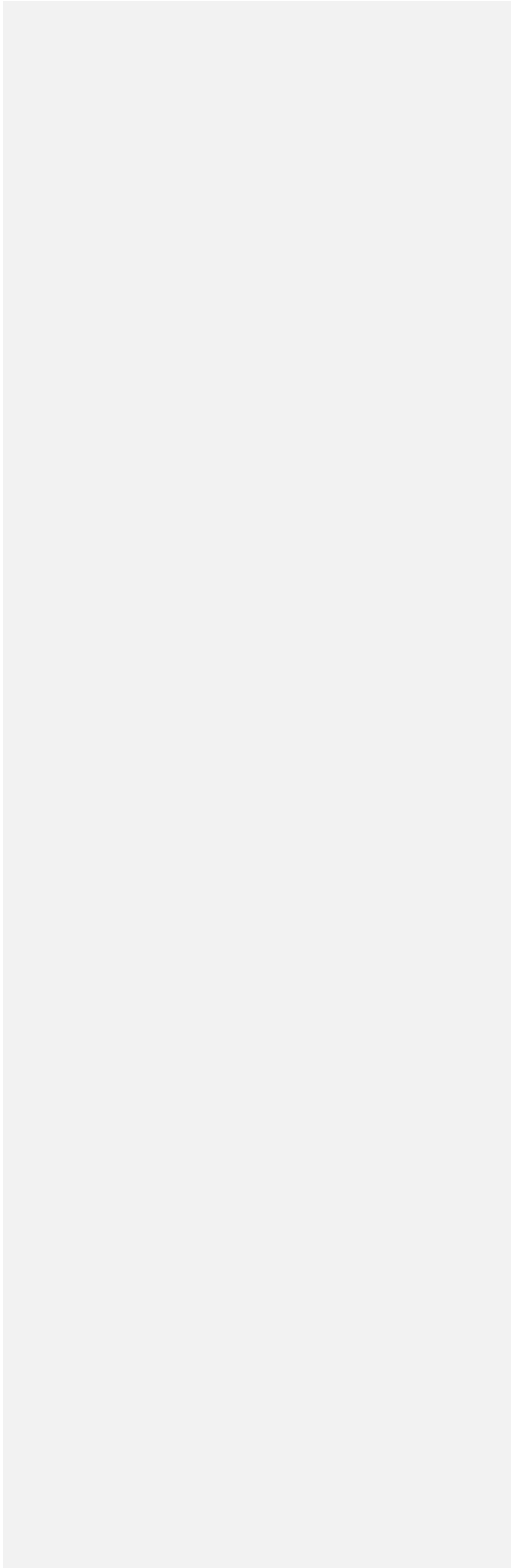
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Linda Herndon, Vice President,  
Board of Directors

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Jim Freeman, Director

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Judy Mirbegian, Director

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Jim Lieberman, Director

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Kirk Cloyd, General Manager



HVLCSD EMPLOYEE HANDBOOK

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# HIDDEN VALLEY LAKE CSD EMPLOYEE HANDBOOK

## SECTION 1

### 1.1 Authority

The following Policies and Procedures are promulgated under the authority of the Hidden Valley Lake Community Services District. This Employee Handbook is adopted and amended by resolution of the Board of Directors.

### 1.2 Purpose and Application

The Purpose of this handbook is to create a formal understanding of current employee policies and operating procedures of the Hidden Valley Lake Community Services District as approved by the Board of Directors. These policies and procedures apply to all offices, positions and employments in the District except for those employees under specific employment contract. In the event of a disparity between these policies and contract terms, contract terms will prevail.

### 1.3 EEOC Statement

Hidden Valley Lake Community Services District (HVLCS D) is an equal opportunity employer and makes employment decisions based on merit. HVLCS D's policy prohibits unlawful discrimination based on race, color, creed, age, gender, gender identity, gender expression, sex, sexual orientation, national origin or ancestry, religion, marital status, military or veteran status, pregnancy or related medical condition, physical or mental disability, medical condition, including genetic characteristics, or any other consideration made unlawful by applicable federal, state, or local laws. It also includes anyone who is perceived to possess any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. HVLCS D maintains a zero tolerance of violations of this policy by any employee or other persons doing business with HVLCS D and will take prompt and appropriate measures to enforce an atmosphere of non-discrimination in the workplace.

Any employee with questions or concerns about discrimination in the workplace should bring these issues to the attention of his/her supervisor or the General Manager of the HVLCS D. Employees can raise concerns, report problems, or make complaints without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, or submitting a fraudulent complaint, will be subject to corrective action up to and including termination.

### 1.4 Severability

If any provision of these rules, policies, and procedures or the application of such provision to any person or circumstance is held invalid, the remainder of the rules, or the application of such provision to persons or circumstances other than those which are held invalid, shall not be affected.

## SECTION 2

### 2.1 Definitions

For the purposes of this policy document words and phrases are defined as follows:

**Anniversary Date** is the annual anniversary date of last employment appointment to a full-time or part-time regular position (used to determine PTO and/or other benefits).

**Appointing Authority** is the General Manager

**Appointment** is the appointment of a person to a position within the District.

**Original Appointment** is the first appointment to District employment – date of hire.

**Provisional Appointment** is the temporary (no more than 6 months) appointment to a vacant position to satisfy emergency or interim conditions.

**Probationary Appointment** is the probationary employment of a person to a regular position. A probationary appointment is for a specified period during which job performance is evaluated as the basis for consideration for regular appointment.

**Regular Appointment** is the employment of a person to a regular position following the successful completion of a probationary period.

**CalPERS** is The California Public Employees Retirement System

**Continuous Service (aka “Continuous Employment”)** is the uninterrupted payroll status of an employee. (Exception: Authorized Leave of Absence is not considered a break in service even though the employee would not be in payroll status; however, such a period of absence would not count toward eligibility for increased PTO and/or other benefits.)

**Discharge** is the involuntary separation from District employment.

**Employee** is a person occupying a position with the District.

**At Will Employee** is an employee who can be separated from District employment without cause.

**Provisional Employee** is an employee who has been appointed by the General Manager to a vacant position for a period fewer than six months pending the completion of the regular selection process.

**Temporary Employee** is an employee in a position of limited duration.

**Probationary Employee** is an employee who holds a probationary appointment.

**Regular Employee** is an employee who has successfully completed the probationary period.

**Part-Time Employee** is an employee who works less than full time on a daily, weekly, monthly or annual basis.

**Full Time Employee** is an employee who works on a full-time basis – 40 hours/5-day work week or 80 hours/ per two-week pay period.

**Exempt Employee** is an employee who is exempt from overtime pay according to the Fair Labor Standards Act (FLSA) and more restrictive California Labor Law

**Non-Exempt Employee** is an employee who is eligible for overtime pay according to the Fair Labor Standards Act (FLSA) and more restrictive California labor Law

**Immediate Family** is an employee's father, mother, wife, husband, brother, sister, daughter, son, adopted daughter, adopted son, grandparent, grandchildren, brothers and sisters who have one or more parents in common, and those generally called "step" providing persons in such relationships have lived or have been raised in the family home and have continued an active family relationship.

**Layoff** is the suspension or termination of employment for business reasons such as a reorganization, reduction in workforce or reduced budget. Layoff is not to be confused with termination for cause.

**Leave** is authorized or unauthorized absence from work.

**Overtime** is time worked in excess of 40 hours per workweek, an 80- hour pay period or time worked over the regularly scheduled hours in a workday.

**Personnel Action** is any action taken regarding appointment, compensation, promotion, transfer, layoff, dismissal, discipline, commendation or any other action affecting the status of employment.

**Position** is a set of duties and responsibilities which require the full-time, part-time, or temporary services of an employee. The **Position Description (aka Job Description)** is the document which lists these duties and responsibilities.

**Probationary Period** is a trial period during which an employee must demonstrate fitness to carry out the duties and responsibilities of a position.

**Promotion** is the advancement of an employee to a higher step in the current salary range or higher salary range.

**Reassignment** is the lateral move of an employee from one position to another.

**Retirement** is the voluntary separation of an eligible District employee who has begun receiving CalPERS retirement benefits.

**Retirement Disability** is the separation of an eligible District employee who, due to a physical or mental disability, is unable to fulfill the duties of the position and receives CalPERS benefits.

**Salary Range** describes the minimum, maximum and intermediate rates of pay for a specific position approved by the Board of Directors.

**Separation** is the termination of District employment due to retirement, resignation, death or dismissal.



**Supervisor** is the employee with responsibility of organizing, directing and evaluating the work of other employees.

**Suspension** is the temporary, involuntary separation of an employee for a specified period for disciplinary purposes.

**Time Card (aka Time Sheet or Electronic Time Sheet)** is the document verifying an employee's actual work and leave hours in a payroll or work period.

**Total Compensation** is the benefit package granted the individual employee in their current position to include all hourly or salary pay, medical, dental and life insurance benefits and stipends should the employee be eligible.

**Transfer** is an employee move from one position to another.

**Vacancy** is an unoccupied budgeted position which has been authorized by the Board of Directors.

### **SECTION 3 – POSITIONS & ORGANIZATION**

#### **3.1 Organization Plan**

It is the responsibility of the General Manager to identify the positions and structure necessary to enable the District to accomplish its mission. This organizational plan is effective upon approval of the Board of Directors.

#### **3.2 Organization Plan Review and Amendment**

The General Manager reviews and updates Job Descriptions and Organizational plan as necessary, but at minimum, annually. Amendments to the plan are made on the recommendation of the General Manager by approval of the Board of Directors.

#### **3.3 Job Duties & Job Descriptions**

HVLCSD maintains job descriptions for each position in the organization. Such job descriptions contain a general summary of the job duties, minimum and desired qualifications and background, essential job functions, and physical/environmental factors associated with performance of the job. Job descriptions are used for such purposes as employment advertising, pay rate assignment, selection testing including pre-employment medical assessments, work related injury assessments, and performance evaluations.

An employee's job responsibilities that are within the general scope, responsibilities and skills required may change at any time during employment. From time to time, an employee may be asked to work on special projects or to assist with other work if necessary or important to the operation of the department or the District. An employee's cooperation and assistance in performing such additional work is expected (even if the exact duty/function is not specifically listed in the job description). Additionally, work hours and/or schedules may be subject to change at any time during employment. Employees are expected to cooperate and perform additional work or work a different schedule as requested.

### **3.4 Job Responsibilities**

Employees of HVLCSD may expect that:

- They will be fully informed of their duties and responsibilities;
- They will be provided with adequate administrative and supervisory direction;
- Their work performance will be regularly appraised, and they will be encouraged and helped to improve their level of performance;
- Their eligibility for promotion will be dependent on demonstrated ability, merit and availability of positions;
- Their treatment in all aspects of personnel administration will be impartial and without regard to race, gender, religious creed, color, ancestry, sex, age, marital status, gender identity, gender expression, sexual orientation, pregnancy, childbirth or related medical condition, national origin or ancestry, cancer-related medical condition, genetic characteristic, or disability, military or veteran status, and with proper regard for their privacy and constitutional rights as citizens; and
- Mediocrity and incompetence will not be tolerated.

HVLCSD expects that its employees will:

- Perform the duties and responsibilities contained in their job description;
- Be courteous and professional;
- Provide faithful and effective performance;
- Effectively contribute to HVLCSD's mission and purpose;
- Respect proper protocol and the normal chain of command;
- Display proper personal conduct for the position; and
- Not abuse the rights, privileges, and benefits provided by the employment with HVLCSD
- Maintain regular and predictable attendance

### **3.5 Current Job Descriptions and Organization Chart**

(Copies of Organization Chart and position descriptions with salary ranges are available on the District Website: [www.hvllcsd.org](http://www.hvllcsd.org))

### **3.6 Other Position Categories – Permanent Part-Time, Temporary and Probationary Positions**

**Permanent Part-Time Permanent Positions.** A. Permanent Part-Time positions are limited to fewer than 32 working hours per week but at least 1000 hours per year. Permanent Part-time positions offer no benefits except CalPERS Retirement benefits for working a minimum of 1000 hours per year per the District CalPERS contract provisions. Part-time employees shall be responsible for the employee contribution to PERS upon eligibility. The District will contribute the "employer rate" as determined by the CalPERS/HVLCSD contract. Permanent Part-Time employees may not be simultaneously paid through the District payroll system and a professional service contract.

**3.6.1 Temporary Positions.** Temporary positions at the District will be filled through an outside professional services agency contracted by the General Manager for a maximum of one year.

**3.6.2 Probationary Employment** A mandatory 12-month probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work and

for securing the most effective adjustment of the employee to his/her new regular position.

All original and promotional appointments shall be tentative and subject to a probationary period of 12 months of actual probationary service. Within the guidelines of the Performance Management Program the employee's performance will be evaluated by the supervisor. Upon positive evaluation Personnel Action will be taken to move the employee to Regular Appointment.

**Upon recommendation by the immediate Supervisor and with the approval of the General Manager, Probationary Employment may be extended for a maximum of six (6) months for a total of eighteen (18) month probationary period. This extension is intended to provide the probationary employee ample time to obtain the required certification for the position of hire. If the required certification is not obtained during the probationary period, the employee must either be placed in their previous position or, if the previous position no longer exists or the employee is a new hire, they will be severed from employment.**

#### **SECTION 4 – RECRUITMENT & SELECTION**

##### **Section 4.1 - Purpose**

The purpose of the recruitment and selection process is to ensure that all position vacancies are filled with qualified and competent persons who are well-suited to perform the duties of the position for which they are employed. All vacancies will be filled as provided in the policies and procedures set forth in this Employee Handbook.

##### **Section 4.2 – Recruitment**

Appointments, promotions, demotions, transfers and discharges shall be made based on merit and ability. It is the policy of the District to appoint the best qualified applicant for each position without regard to race religious background, color, national origin, ancestry, disability (including HIV and AIDS) medical condition (including cancer), or marital status, veteran status, political affiliation, genetic code, workers' compensation record, pregnancy, sexual orientation, gender or age (40+). The General Manager or designee shall establish and oversee selection procedures which shall ensure the employment of the best qualified applicants, including such factors as job-related education, experience, skills and knowledge.

**Section 4.3 - SELECTION AND APPOINTMENT – New Hires, Promotions, Rehires.** This process will apply to all staff positions except the General Manager who shall be hired by the Board of Directors.

##### **New Hires**

The General Manager may, at his or her discretion, formally announce and post job openings to solicit candidates. Candidates who wish to be considered for posted jobs should submit a written request to that effect to the General Manager or their designee. All candidates applying for any posted position must meet at least the minimum qualifications of the position description. Where positions are posted, all interested candidates are encouraged to apply. In the selection process, the General Manager may consider a number of factors, including (but not limited to) the candidate's applicable skills, knowledge and education, overall fit for the position, and other factors deemed relevant by the General Manager. The General Manager, along with the hiring manager, will review each candidate before a final determination is made with respect to the position. The General Manager must give final approval on all new hires.

### **Promotions**

Alternatively, the General Manager may, in his or her discretion, opt not to post or publicly announce an open position. The General Manager may instead consider internal candidates and may promote an existing employee without first conducting a formal recruitment. In the selection process, the General Manager may consider a number of factors, including (but not limited to) the employee's applicable skills, knowledge and education, overall fit for the position, performance and conduct record, time in current position, length of service, and other factors deemed relevant by the District. Any internal candidates will be considered, and the best person for the position, based on all relevant criteria, will be selected. The General Manager must give final approval on all promotions.

### **Rehires/Reinstatements**

Former employees who resigned their employment with the District may be eligible for re-employment, and those employees who were laid off may be eligible for reinstatement. Consideration will be given to factors concerning prior work experience, the former employee's work record, and circumstances involving the prior separation from HVLCSO. At the General Manager's discretion, former employees being considered for re-employment or reinstatement may be subject to the same pre-employment testing processes as potential new hires.

The General Manager, along with the hiring supervisor, must review each candidate before a final determination is made with respect to rehiring any former employee. Under normal circumstances, employees will not be eligible for rehire more than one time. The General Manager must give final approval on all rehires.

In addition, hiring decisions, job assignments, promotions, pay increases, and similar decisions are solely within the discretion of the General Manager.

**Section 4.4 Announcements.** Vacancies shall be publicized on the District's website and/or public bulletin boards and/or professional recruiting websites and/or media outlets. The announcements shall specify the job title and other characteristics of the position and other pertinent information.

### **Section 4.5 – Pre-Employment Screening - Physical Exam & Background Check**

A. District employment offers are conditional upon successful completion of a pre-employment physical exam and drug screening by the District-approved medical facility at District expense, and a background check including DMV history.

### **Section 4.6 Eligibility to Work in the U.S.**

HVLCSO employs only United States citizens and non-citizens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility no later than three (3) days following date of hire. If appropriate documentation is not received within this time, the employment relationship will be terminated.

**Section 4.7 Employment of Relatives.** It is the policy of the District to prohibit the appointment or continued employment of individuals under the direct or indirect supervision of a relative. Relatives are defined as spouse, domestic partner, child, grandchild, mother, father, grandparents, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, foster child, ward

of the court or any step-relations. Willful violation may be cause for disciplinary action and loss of pay for any participating employee or supervisor.

If two current employees become related and create a situation in which they perform joint duties, share responsibility or authority, report to the same supervisor or supervise each other, every attempt will be made to offer a transfer to another department or job assignment at the District's discretion.

## **SECTION 5 – EMPLOYMENT PRACTICES**

### **5.1 Personnel Files, Reports and Records**

Personnel files shall be stored in a locked, fire proof cabinet with restricted access through the General Manager or their designee in accordance with all local, state and federal laws. Files are to be retained for the duration outlined by state and federal law. All files are to remain confidential while allowing the employee access to his/her file upon request.

### **5.2- Work Hours**

Work hours for full-time District employees shall be five consecutive days a week, 8 hours per day (unless an alternate work schedule is approved by the General Manager. Examples of an alternate work schedule would be a 9/80 or 4/10 work schedule.) The specific times and days of the week are scheduled at the discretion of the General Manager.

- A. All work performed outside normal business hours and the start of the regular work hours (on-call) when called out by the District after working a regular shift shall be compensated for actual emergency response time (two-hour minimum).
- B. The District will pay part-time and temporary employees an amount equal to one and one-half times the prevailing hourly rate of pay for authorized work performed for more than a scheduled 40 hours per week. The work week for all part time employees shall be determined by the Supervisor; however, the District will endeavor to schedule the work week for part time employees Friday through Thursday unless scheduled to work weekends by the General Manager.
- C. For computing time worked in this section, all paid leave (sick, holiday, vacation and floaters) taken during a work week shall be computed as time worked.

#### **Section 5.2.1 – Alternate Work Schedule**

##### **A. Purpose**

The purpose of this policy is to provide employees with an alternative to the traditional eight (8) hours per day, five (5) days per week, work week schedule.

##### **B. Policy**

Employees who hold eligible positions may select a "9/80" work schedule in lieu of the traditional eight (8) hours per day, five (5) days per week, work week schedule. Requests will be evaluated on a case-by-case basis and decided by the General Manager.

##### **C. Procedures**

The 9/80 work schedule is intended to provide employees greater flexibility when scheduling non-work activities, without impacting the District's mission, productivity or responsiveness to the public. Additionally, a 9/80 work schedule provides the public with greater access to District personnel before 8am. In all cases, the General Manager has final authority to approve, deny or suspend participation in the 9/80 work schedule.

- a. The 9/80 work schedule will consist of one (1) week of five (5) workdays, comprised of four 9-hour days and one 8-hour day, and one (1) week of four 9-hour days and one (1) day off.
- b. In the absence of extenuating circumstances, the scheduled day off will be taken either every other Monday or Friday. Supervisors may approve rescheduling of an employee's day off in order to meet specific needs of the District and/or the employer.
- c. Work day schedules shall be regular and recurring, and include the core work hours for the office of 7:30 a.m. to 5:00 p.m. and 7:00am to 4:30pm for field personnel.
- d. Overtime must be approved in advance by the employee's Supervisor or the General Manager and will be paid in accordance with Section 3(B) of California Industrial Welfare Commission Order Number 4-2001 Regulating Wages, Hours and Working Conditions in the Professional, Technical, Clerical, Mechanical and Similar Occupations, and any subsequent amendments to Order Number 4-001 (as amended).
- e. When a holiday falls on an employee's regularly scheduled day off, the employee will accrue eight (8) hours of holiday time that is to be taken the following work day, unless the employee arranges in advance with his/her supervisor to take another day off during the same pay period, however, the day off must occur after the date of accrual.
- f. When a holiday falls on an employee's 9-hour workday, the employee will receive eight (8) hours of holiday pay and have the option of being charged one (1) hour of vacation or floating holiday, or work an additional hour, at regular pay, on a subsequent day within the same work week.
- g. Employees who take sick leave, vacation time, or other paid time off on a regularly scheduled workday will be charged with the number of hours they were regularly scheduled to work. For example, if an employee takes sick leave on a 9-hour scheduled workday, he or she will be charged with nine (9) hours of sick leave.
- h. Participation in the 9/80 work schedule is a privilege. Approval of a 9/80 work schedule does not constitute or create an entitlement or vested right to a continued 9/80 work schedule. Employees on a 9/80 work schedule will indicate their acceptance of the conditions of this policy by completing and

signing an Alternative Work Week Schedule *DECLARATION OF EMPLOYEE WORK WEEK* form, which shall be kept in the employee's personnel file.

### **Section 5.3 OVERTIME**

**Section 5.3.1 Authorization.** All overtime shall be authorized by the appropriate supervisor and recorded on the employee's time card in accordance with state and federal law.

**Section 5.3.2 Eligibility For Overtime.** The General Manager shall determine which positions are considered eligible for overtime in accordance with state and federal law.

**Section 5.3.3 Overtime Compensation.** Overtime compensation shall be paid in accordance with state and federal law and according to the provisions of the appropriate salary and benefit plan.

**Section 5.3.4 Pre-Approval of Overtime.** Non-exempt employees are not permitted to work overtime without pre-approval from their direct supervisor. Working overtime without pre-approval is grounds for discipline.

**Section 5.3.5 Phone Advice Pay.** Is at the same rate as Call Out Pay, that is the actual time spent on the phone without the two-hour minimum.

### **5.4 – On Call Policy**

**A. PURPOSE:**

The purpose of this policy is to establish administrative and procedural guidelines and ensure compliance with the federal Fair Labor Standards Act (FLSA) and more restrictive California Labor Laws and regulations regarding the compensation of non-exempt employees who are required to perform duties during non-scheduled, non-regular hours. This policy applies to all employees who are required to be on-call and are called out to work to respond to emergencies during non-regular work hours.

**B. POLICY:**

The District will compensate employees who are required by the district to be on-call or respond to a call for service, which is received after normal working hours within a required response time (45 min.).

**C. DEFINITIONS:**

FLSA Requirements – According to the FLSA, employees who "...are not required to remain on their employer's premises but are merely required to leave word at their home or with company officials where they may be required. Based on FLSA regulations, "...the requirement that an employee not report to work while under the influence of alcohol is a common requirement that does not trigger FLSA overtime."

On Call Duty – employees who are responsible for responding to emergency locations that occur after regular normal working hours shall be considered on call duty if memorialized in writing or by a Supervisor or General Manager.

**D. PROCEDURE**

1. Scheduling
  - a. Special assignment (as determined by the employee's supervisor or the General Manager) may be given to employees in order to make them available for work during non-regularly scheduled hours. (aka-Alternate Work Schedule).
  - b. On-call personnel may trade scheduled standby time with other employees only with prior approval of their supervisor or the General Manager.
2. Responsibilities
  - a. On-call personnel shall carry a District provided cellular phone for District communication purposes during the entire standby period.
  - c. While on on-call duty, personnel shall immediately answer his/her District provided cellular phone and respond if necessary.
  - c. If standby personnel are required to respond to an incident, the employee shall notify his/her supervisor of their arrival at the location.
  - d. On-call personnel must not be under the influence of alcohol and/or be on prescription and/or over the counter medication that would impair his/her ability to perform call out duties. If the employee is taking prescription medication(s), he/she will provide a doctor's note to his/her supervisor (or HR representative who will discuss it with the employee's supervisor) that releases the employee to work while taking the prescription medication.
  - e. On-call personnel must be located (while driving in District or private vehicle) within 30 minutes travel time distance of District boundaries while on standby duty. Such 30 minutes response time shall consider the day of the week and time of day for gauging a 30 minutes response time.

**E. COMPENSATION**

1. On-Call Pay – For each day on On-Call duty, employee will be paid a flat rate of \$21.42 per day (\$150 for 7 days). If the employee is called for advice or called out during the On-call period, the employee receives "Phone Advice Pay or Call Out Pay" in addition to On-Call Pay.
  - a. If On-call personnel are "called out" during a standby period, they will be compensated in accordance with overtime for the hours worked during the "call out," a minimum 2 hours pay.
  - b. Failure to Respond- If contact cannot be made with an employee who is on standby status or if that employee fails to perform the work required, that employee may face disciplinary action up to and including termination.



#### **Section 5.5 TRAINING**

It is the policy of the District to encourage and promote training and educational opportunities for all District employees.

**Section 5.6 ORIENTATION OF NEW EMPLOYEES.** During the first week of initial employment, the new employee will receive "New Employee Orientation" from his/her supervisor and the Human Resources representative. This Orientation will familiarize the new employee with the his/her obligations and rights as a District Employee and provide an overview of District operations.

**Section 5.7 TIME OF TRAINING PERIODS.** Authorized training periods may be conducted either during or after normal working hours. Training sessions conducted during normal working hours shall be arranged to minimize interference with scheduled work.

**Section 5.8 TYPES OF TRAINING.** For administrative purposes the following categories of training are recognized.

**Section 5.8.1: In-Service Training.** Any formal employee training or development program that is sponsored by the District and conducted during an employee's regular hours of work at a District facility. Such programs are designed and conducted to meet job related needs of District employees.

**Section 5.8.2: Out-Service Training.** Any formal employee training or development program that is sponsored and conducted by any agency or organization other than the District at an off-site location. Assignment to such a program is for the purpose of meeting the needs of the District, for continuing employee training development, and the upgrading of employee's skills. Conferences and seminars that are conducted primarily for training and educational development purposes are considered out-service training.

**Section 5.8.3: Required Out-Service Training.** Required out-service training is directly related to improving the employee's performance of present duties and is required by the District and may include classes for required job certifications.

**Section 5.8.4: Career-Related Elective Out-Service Training.** Career-related, elective out-service training is related to improving the employee's performance of present or future assignments in the District and is not required by the District.

#### **Section 5.9 PAYMENT OF TRAINING EXPENSES.**

**Section 5.9.1: Approval of Supervisor.** District will authorize payment of out-service training expense with the Supervisor's preapproval.

**Section 5.9.2: Required Out-Service Training.** An employee receives his/her regular salary and is reimbursed for tuition, travel, meals and lodging expense when attending required out-service training.

**Section 5.9.3: Career-Related Out-Service Training.** When an employee desires to participate in career-oriented out-service training, the supervisor may, within budgetary limits and in accordance with District policies, recommend the payment of regular salary and appropriate reimbursement. Prior to the commencement of training; approval of the General Manager is required.

**Section 5.9.4: Uncompleted Assignment** An employee who does not satisfactorily complete an out-service training or educational assignment according to standards determined by the General Manager is not eligible for reimbursement of tuition expenses and shall return any advance payment received. The employee may also be subject to disciplinary action as provided in the rules, policies and procedures set forth in this Employee Handbook.

The employee or his/her estate will receive reimbursement for tuition expenses if the training assignment is terminated prior to completion either:

- A. Due to the requirements of the District for the employee's presence in another location.
- B. Due to prolonged illness, disability or other situation beyond the control of the employee as determined by the supervisor and approved by the General Manager.

**Section 5.10 - Reasonable Accommodation**

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 HVLCSO. Under these laws, 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.

HVLCSO will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform the General Manager to request an evaluation of such an accommodation. HVLCSO will engage in an interactive process to obtain information relevant to the requested accommodation. You may be required to provide medical certification regarding your disability and need for accommodation. All medical information will be kept in a confidential medical file and shared only on a need to know basis. While HVLCSO welcomes your suggestions for accommodations to enable you to perform the essential functions of your job, HVLCSO will make the final decision regarding whether it can provide a reasonable accommodation and, if so, which accommodation to provide. Contact the General Manager for further information.

**Section 5.11 – Uniforms & Grooming, Dress Code & Other Personal Standards**

Employees shall be identified in a manner and form prescribed by the General Manager or designee. Field personnel designated by the General Manager or designee shall be furnished uniforms at the expense of the District which identify them as employees of Hidden Valley Lake CSD. District-furnished uniforms are to be worn only during an employee's District-related working hours; such uniforms are not to be worn while engaging in any non-District-related activities. Hair is to be maintained in a neat and safe manner, in a style which will permit the safe use of hard hats as necessary. If an employee's duties require his/her presence in the proximity of rotating or reciprocating moving parts of machinery, hair shall be cut or safely controlled to avoid the possibility of it becoming tangled in such equipment. Employees with beards who are required to wear respirators in the course of performing their duties may be required to shave off the beard to assure that the respirator will fit properly and provide a tight seal.

At HVLCSO, professional image is important and is maintained, in part, by the image that employees present to the public, visitors, vendors, and others in our business. No one has a second chance at a first

impression. In choosing appropriate work attire, employees should consider tastefulness, public contact, the nature of the job, and working conditions. HVLCSD expects all employees to use good judgment and taste in matters of personal grooming and dress. Good judgment includes consideration for both HVLCSD and its customers. Attire should be in keeping with the dignity of a professional office. Employees should always be neat and clean in appearance, dressed in reasonably conservative attire, and conduct themselves in a business-like manner. Visible piercings must be limited to earrings. Visible tattoos that may be offensive and extreme hair styles are prohibited and may be required to be covered.

In all cases, supervisors will help employees determine what is considered appropriate attire for the particular situation. 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 inappropriate attire-At the General Manager's discretion, "Casual Friday" attire may allow jeans without holes, stains, etc. and clean tennis shoes).

#### **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's dress code policy and/or grooming standards will be subject to corrective action, up to and including termination.

### **6.0 COMPENSATION & SALARY ADMINISTRATION**

The District is dedicated to maintaining salary scales which:

- fairly and adequately compensate its employees;
- support the recruitment and retention of its employees within the current labor market; and,
- meet budgetary obligations to its rate payers.

#### **6.1 Salary Administration**

Each employee is paid a rate of pay within the salary range of the class in which he/she is employed, as determined by the General Manager.

#### **6.2 Salary Range Adjustments – Labor Market Surveys and Cost of Living Adjustments**

An Initial Salary range for each position is based on current LABOR MARKET rates for similar positions in a cross section of comparable agencies. An Independent Human Resources Consulting firm is commissioned at one-year to three-year intervals to complete a current LABOR MARKET salary survey on all District positions. Position Descriptions and Salary Ranges are compared with survey data, reviewed and adjusted by the Board of Directors as appropriate upon the recommendation of the General Manager. (*Note: Any salary change made in this circumstance is a salary adjustment to reflect changes in the local Labor market rates and should not be confused with a merit increase.*)

### **Section 6.3 PERFORMANCE MANAGEMENT**

**Section 6.3.1 Performance Evaluation.** Evaluations of the daily work performance of employees shall be periodically conducted in accordance with procedures and time periods as determined by the HR administrator. The purpose of evaluating performance is to provide formal feedback to the employees through written and oral communications, and discussions. Methods for improving employee

performance are through interim verbal and written communications, including performance improvement plans, and through the annual evaluation.

**Section 6.3.2 General Policy.** It is the policy of Hidden Valley Lake CSD to provide a systematic method for employees to become eligible for advancement through salary schedules.

**Section 6.3.3 Merit Increases -- Part-Time Employees.** Part-time employees shall be eligible for normal merit increases based upon satisfactory performance following completion of an equivalent amount of service as required for full-time employees as shown in Section 4.4.3.

**Section 6.3.4 Merit Increases -- Full-Time Employees.** A full-time employee shall be eligible for a merit increase based on their overall score on the employee's annual performance evaluation. The overall score will be based on the 12 rating areas for general staff and 16 rating areas for supervisory staff. Additionally, the employee must receive the following points to receive a merit increase:

- Outstanding "O" = 4 points each.
- Above Average "A" = 3 points each
- Satisfactory "S" = 2 points each
- Insufficient "I" = 1 points each
- Unsatisfactory "U" = 0 points each

All points earned are added together and divided by the number of categories (12) to obtain an average score. If the average score is above satisfactory (2.0) then the employee has earned a step increase. If the average is satisfactory (2.0 or lower) the employee is not eligible for a step increase.

(Note: No less than six (6) performance factors may be in the Above Average, or greater, rating category for an employee to achieve a step increase if eligible.

Supervisors must receive the following points to be eligible for a merit increase:

- Outstanding "O" = 4 points each.
- Above Average "A" = 3 points each
- Satisfactory "S" = 2 points each
- Insufficient "I" = 1 points each
- Unsatisfactory "U" = 0 points each

All points earned are added together and divided by the number of categories (16) to obtain an average score. If the average score is above satisfactory (2.0) then the employee has earned a step increase. If the average is satisfactory (2.0 or lower) the employee is not eligible for a step increase.

(Note: No less than six (8) performance factors may be in the Above Average, or greater, rating category for an employee to achieve a step increase if eligible.

Full-time probation employees are eligible for a merit increase if he/she receives a performance evaluation score averaging above 2.0 points or higher, after completing 12 consecutive months of service in the new position, and upon the recommendation of the supervisor and the approval of the General Manager.

Eligibility for subsequent merit increases shall occur thereafter upon completion of 12 calendar months of employment and receipt of a minimum performance evaluation score averaging above 2.0 points or higher until the employee reaches the top step for his/her classification.

#### **6.4 Pay for Performance Program (Under Construction)**

#### **6.5 – Transfers, Promotions & Provisional Positions**

**6.6.1 - Movement to Higher Range** employee shall be paid at the step of the assigned range determined by the General Manager. In this circumstance the employee's Anniversary date becomes the effective date of promotion.

**Section 6.6.2 Movement to a Lower Range.** When an employee is reassigned to a new position with a lower salary range, the employee shall be placed in the step of the lower salary range nearest to the employee's current rate of pay. The employee remains ineligible for merit increase until his/her position in the new salary range rises (through salary range adjustments) to allow consideration for increase. Employees reassigned or reclassified to a lower position shall have no change made in their anniversary date.

**Section 6.6.3. Transfer.** When an employee is transferred from one position to another having the same salary range, the employee's pay and anniversary date shall remain unchanged.

#### **Section 6.7 - SEPARATION FROM EMPLOYMENT**

Separation from employment can be either voluntary or involuntary and may be initiated either by the employee or the District.

##### **Section 6.7.1 - Voluntary Separation**

When an employee resigns, the separation is considered voluntary. If possible, employees are requested to give advance written notice, including reasons for the resignation, to their supervisor.

##### **Section 6.7.2 - Involuntary Separation/Dismissal**

An involuntary separation/dismissal is one that is initiated by the District.

##### **Section 6.7.3 - Job Abandonment**

An employee who has been absent for three (3) consecutive scheduled workdays without notification to his/her supervisor, will be considered to have abandoned his/her job and voluntarily terminated his/her employment without notice. The last day worked will be the date of separation.

Failure to return from an approved leave of absence or vacation within the time limits established also will be considered as a voluntary termination of employment without notice. The date of the expiration of the leave or vacation will be the separation date.

##### **Section 6.7.4 - Exit Interviews**

Whenever possible, exit interviews normally will be conducted for all separating employees. This interview allows employees to communicate their views on working at the District as well as the job requirements, operations, and training needs of the position. At the time of the interview, or not later

than the last day of employment, employees will be required to return all District property issued or in his/her possession.

**Section 6.7.5 - Final Pay**

All wages that are due and payable (including any accrued and unused vacation time) will be paid upon separation of employment. The employee's final pay will be available either on the last day of employment or no later than the next payday following the processing of the normal pay period as allowed by current state and federal law.

**Section 6.7.6 - Return of District Property**

It is the responsibility of any separating employee to return all property issued to them by HVLCSD. All such property, including any keys, laptop computer, cell phone, manual, documents, and other items that the employee may have in his/her possession, must be returned on or before the last day of work.

**Section 6.7.7 - Continuation of Group Health Insurance (COBRA)**

COBRA is a state law that requires most employers sponsoring group health plans to offer covered employees and qualified beneficiaries the opportunity for a temporary extension of health coverage (called "continuation coverage") in certain instances where coverage under the plan would otherwise end. A similar federal law is applicable to the District. This extension of coverage is offered at group rates plus an administrative fee, the cost of which is fully borne by the employee or beneficiary.

Employees and dependents covered by HVLCSD's health insurance plan may have the right to choose continuation coverage if they lose group health coverage for certain reasons. These may include termination of employment, reduction in hours or leave of absence, death, divorce or legal separation of an employee, employee's entitlement to Medicare, or a dependent child who no longer meets eligibility requirements. In order to ensure rights to benefit continuation, it is the employee's responsibility to notify HVLCSD in writing within 60 days of certain qualifying events. Questions concerning COBRA qualifying events and eligibility requirements should be addressed to the District Administrative Assistant.

**Section 6.8 - PAYROLL.**

**Section 6.8.1 Payroll Direct Deposit Program**

A. POLICY.

As a condition of employment, all employees are required to enroll in payroll direct deposit. Upon separation from employment with the District, the former employee will complete an exit interview with the General Manager and will receive the final payment with a physical paycheck.

B. PROCEDURE.

1. All employees required to enroll in direct deposit by completing and submitting the direct deposit enrollment form and a voided personal check to Accounting.
2. Paychecks will be electronically deposited in an employee's bank account through direct deposit and will commence on the first payroll after enrollment.
3. Upon separation and following the exit interview with the General Manager the final physical paycheck will be issued to the employee.

### **Section 6.8.2 Payroll Withholding Allowance**

- A. Every employee must furnish a signed federal withholding exemption certificate (Form W-4) and state Form DE4 on or before the date of employment in accordance with applicable Internal Revenue Code sections and state income tax code.
- B. Employees must submit completed W-4 and DE4 forms to Payroll for processing through normal payroll process and cycle.

### **Section 7 - Time Cards, Core Hours and Adjustments**

Each District employee submits time cards to their direct supervisor for review and to payroll for entry into the electronic payroll system.

- A. The time cards are the official timekeeping documents for each employee and are subject to audit. Hours worked are entered on the time card according to code. Each employee is responsible for the accuracy of his/her time card, which must be approved by his/her supervisor or the General Manager.
- B. Duty hours are set for each employee, with flexibility to allow for minor variances. The duty hours for office personnel consist of a core time of 7:30 am to 5:00 p.m. daily while the duty hours for field personnel consist of a core time of 7:00 am to 4:30 p.m. daily (except if the employee is on alternate work schedule and/or is absent a full day) during which all employees are expected to be present and available for District service. A normal duty is an eight-hour or nine-hour workday, plus up to an hour for lunch at the discretion of the supervisor and providing all hours are accounted for accordingly on the time sheet. Every employee must take at least one-half hour for lunch every work day and is not allowed to skip lunch to make up lost time.
- C. Each employee has 60 days after the end of the pay period to correct any errors on his/her time card. Corrections must be requested as soon as discovered and no more than 60 days following submission.

## **SECTION 8 – BENEFITS**

**Section 8.1 - Deferred Compensation Plan 457(b).** District employees may participate in a deferred compensation/457(b) Plan that will allow employees to supplement their retirement plan. The District does not make contributions to an employee deferred compensation/457(b) Plan.

**8.2 Retirement.** District Employees are responsible for paying only the Medicare portion of Social Security (1.45% of gross wages) through payroll. The District maintains a contract with the Board of Administration California Public Employees' Retirement System (CalPERS). Subject to the Public Employees' Retirement Law, Government Code sections 20000 et seq. (PERL). The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member shall be determined in accordance with Government Code section 21354 (2.5% at age 55 Full or 2% at age 62 Full). Employees hired after December 31, 2012 will be enrolled in CalPERS in a 2%-at-62 plan. Employees hired after December 31, 2012 will pay his/her contributions to CalPERS, which is 6.25% of gross annual income, while the District will pay employer contributions, which varies from year to year. Employees hired before January 1, 2013 are enrolled in CalPERS in a 2.5% @ 55 plan with an 8% reduction from salary to pay employee's retirement plan portion. The District maintains copies of the

complete documentation for review. In summary:

- A. To be eligible for service retirement, a member must be at least 50 years old and have five years of CalPERS credited service. There is no compulsory retirement age.
- C. The monthly retirement allowance is determined by age at retirement, years of service credit (sick time available is converted to service credit) and final compensation. The basic benefit is 2.5% of final compensation for each year of credited service upon retirement at age 55 or 2% @ 62.
- D. Final compensation is the average monthly pay rate during the last consecutive 12 months of employment for those employees under the 2% @ 62 and final compensation is determined by any consecutive 12 months of highest pay for those employees under the 2.5% @ 55.
- E. **4<sup>th</sup> LEVEL SURVIVORS BENEFIT 1959:** Pre - retirement: A monthly benefit for \$950 for 1 eligible survivor, \$1,900 for 2 eligible survivors, or \$2,280 for 3+eligible survivors. Eligible survivors are defined as 1) a spouse who is age 60 or older, or 2) a spouse who has care of eligible children. Eligible children are under the age of 22 and unmarried. Post- retirement: Over age 50 \$500 lump sum death benefit, plus any optional settlement if selected at the time of retirement by the employee.
- F. **DEATH AFTER RETIREMENT.** The lump sum death benefit is \$500.00.
- G. **TERMINATION OF EMPLOYMENT.** Members who have separated from employment and have been employed for less than 5 years, may elect to leave their CalPERS contributions on deposit or request a refund of contributions and interest. Those who leave their contributions on deposit may apply at a later date for a monthly retirement allowance if the minimum service and age requirements are met. Members who request a refund of their contributions terminate their membership and are not eligible for any future benefits unless they return to CalPERS membership. Employee will be notified by CalPERS of their options upon notification of separation date to CalPERS.

**Section 8.3 - Health Care Insurance.** The District pays 100% medical, dental, vision insurance coverage for full-time employees and their families.

**Section 8.4 - EMPLOYEE HEALTH ALTERNATE COVERAGE**

**A. Purpose**

To allow employees the option to deny District health care coverage when they have health care coverage through their spouse's employer or another source

**B. Policy**

If the employee chooses to deny the District Health Care coverage, he/she must provide:

- Documented proof of alternate health care coverage;
- A signed, notarized release acknowledging the employee's denial of health care coverage;



- Update Proof of alternative health coverage and release forms must be updated when changes occur.

When requirements are satisfied, the employee will receive a monthly compensation of \$200 for denial of District Health Care Coverage.

**Section 8.5 – Tuition Assistance/Reimbursement** Tuition reimbursement is available to full time employees, who have completed their initial employment probationary period, and are in good standing within their department. Employees who have transferred or have been promoted and are on probation are eligible for this program.

Employees who have been re-employed and are in their initial probationary period are not eligible for reimbursement.

Employees whose general increases are being withheld or who are under some form of disciplinary action from their supervisor or General Manager are not eligible for participation in the program.

Any employee who is eligible for tuition assistance payment or reimbursement from any other source must declare the source and amount on the tuition reimbursement application. The District will normally require the employee to use other available payment plans in preference to the District plan.

Veterans must exhaust their educational benefits before reimbursement can be approved. However, if educational benefits received do not cover the entire cost of coursework, the tuition reimbursement program may pay a percentage of the cost not reimbursed.

If an employee resigns, is discharged or laid-off prior to completion of coursework and submission of his/her grades to the HR administrator, his/her application for tuition reimbursement will be voided.

Contingent on budget allocations, full-time District employees who meet specified criteria will receive financial assistance to attend educational courses at fully-accredited educational institutes in order to foster personal development in job-related areas as well as career advancement. The program is available to employees who engage in studies that do not interfere with regular working hours and that lead to a degree or class work that is mutually beneficial to the District and employee.

Applications must be filed and approved by supervisors and the General Manager before commencing course work. To receive reimbursement the employee must submit a grade report at the end of the course, along with a tuition and fee statement, to the HR administrator showing course completion with a minimum of a C grade or passing grade in non-graded courses.

Upon certification, the HR administrator will submit the reimbursement request for payment.

Employees participating in this program will be required to sign a statement indicating that 100% of all funds received under this program will be returned to the District if the employee is terminated or resigns from employment with the District within one year and 50% of all funds received under this program will be returned to the District if the employee is terminated or resigns from employment with the District within two years. In reviewing the proposed educational plan of an employee, a cap shall be placed on the amount of District reimbursement during any one fiscal year and be included in the annual budget approved by the Board of Directors.

The tuition reimbursement may be a taxable benefit depending upon the provisions of the Internal Revenue code. The individual employee will be responsible for any tax liability.

**Section 8.6 - Paid Time Off.**

- A. **HOLIDAYS.** The District will observe the following holidays, including two eight-hour floating holidays as paid time off. In the event a Holiday falls on Saturday, the Holiday will be observed the preceding Friday. In the event the holiday falls on Sunday, the Holiday will be observed on the following Monday.

New Year's Day	Thanksgiving (Thurs & Fri)
Martin Luther King Day	Veterans Day
Presidents Day	December 24th ½ day (All day if it falls on a Monday and half day if it falls on a Tuesday through Friday)
Memorial Day	Christmas Day
Independence Day	(2) Floating Holidays
Labor Day	

- B. **VACATION.** Regular full-time employees receive annual vacations with pay as follows:

Vacation accrues on a biweekly basis on the last day of the pay period, based upon hours paid.

Regular part-time employees earn vacation on a pro-rata basis according to their regularly scheduled workweek. Employees who are in unpaid status (i.e. not at work and not using vacation or sick leave benefits) do not accrue vacation time.

Vacation can accrue up to a maximum of two times the employee's annual accrual (The General Manager can approve an exception on a case by case basis). Once this cap is reached, no further vacation will accrue until some vacation is used. An employee may not use vacation in advance of its accrual. Employees may use vacation in increments no smaller than one-quarter (1/4) hour / fifteen minutes.

HVLCSD provides paid vacation in order to provide its employees with a respite from their work and HVLCSD believes that vacations are important for employee morale and productivity. Therefore, it requires that each employee use five (5) consecutive days per calendar year. The General Manager may approve an exception to this requirement on a case-by-case basis. If necessary, HVLCSD may schedule vacations with reasonable notice for employees to enforce this policy.

Employees become eligible to take accrued vacation after six months of active service as work schedules permit. HVLCSD will make every reasonable effort to allow employees to take vacation when requested. Each year, each employee shall submit to his or her supervisor a written vacation request. In order to ensure minimum staffing levels to meet member service and workload needs, requests for vacation will be granted only when staffing requirements permit and upon mutual agreement of the employee and his/her supervisor.

Conflicts in scheduling requests will be resolved in favor of the employee with the greater seniority within his or her current department, except that timely requests shall have preference over late requests.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. Vacation will be paid at the employee's regular rate of pay at the time of termination.

C. **VACATION LEAVE.**

Years of Service	Annual Vacation Accrual (hours)	Maximum Cap On 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

D. **SICK LEAVE.**

1. **Sick Leave Accumulation.** 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 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.
2. **Accounting of Sick Leave Used.** Each employee has one hour deducted from the employee's accrued sick leave time for each hour of sick leave taken.
3. **Holiday During Sick Leave.** If a paid holiday occurs during a period when the employee is on sick leave, the holiday is not charged against the employee's accrued sick leave.
4. **Use of Sick Leave.** An employee eligible for sick leave is granted such leave for:
  - a. Non-work-related illness, injury or exposure to contagious disease to the employee or physical or mental incapacity of the employee due to non-work-related illness or injury.

- b. Medical or dental office or hospital visits for examinations, diagnosis, or treatment to the extent such appointments cannot be scheduled outside the work day.
  - c. Maternity-related disabilities.
  - d. Serious illness or emergency of a member of the employee's immediate family member (see definition of Immediate Family under Section 2-Definition of Terms), who is incapacitated and/or requires the service of a physician, and when the presence of the employee is required.
5. **Exclusions.** No employee is entitled to sick leave while absent from duty for the following causes:
- a. Sickness or injury sustained while on leave of absence without pay.
  - b. Sickness or injury sustained from improper employee conduct as defined in Section 14.2 herein.
  - c. To permit an extension of the employee's vacation.

Sick leave shall not be considered as a right which the employee may use at his or her discretion but shall be allowed only within the parameters listed above.

6. **Proof Required.** The supervisor will approve sick leave only after having ascertained that the absence was for an authorized reason. When absence is for more than three work days or if abuse of sick leave is suspected, the supervisor may require the employee to submit substantiating evidence including, but not limited to, a physician's certificate. If the supervisor requires the employee to submit substantiating evidence, the supervisor shall make this requirement known to the employee as soon as possible. If the supervisor does not consider the evidence adequate, he/she will disapprove the request for sick leave, and such time off will be considered a leave of absence without pay. In order for the employee to be eligible for paid sick leave, the District reserves the right to verify the reason for the use of sick leave by whatever means the District deems appropriate.
7. **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, pursuant to Section 4.10, 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.

E. **PENALTY FOR SICK LEAVE ABUSE.**

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, too, to have a uniform attendance policy to avoid any misunderstandings regarding attendance expectations.
  2. Any unapproved absence may constitute cause for disciplinary action, up to and including discharge from employment.
  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.
    - c. "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.
  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.
- F. **MATERNITY LEAVE.** Absence caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there from, is, for all job-related purposes, to be considered temporary inability to work. Accrued sick leave may be used prior to birth for childbearing or related circumstances (e.g. miscarriage, abortion or recovery there from) as needed. Following birth and end of any period of disability, accrued sick leave may be used for a period not to exceed six weeks.
2. **Pregnancy Disability Leave without Pay.** A pregnant employee shall be entitled to unpaid leave for up to three months where the employee is disabled by pregnancy, childbirth or related medical conditions or up to six weeks of leave for a normal pregnancy so long as the employee's attending physician certifies

that she is physically unable to work due to pregnancy or a pregnancy-related condition. Leave may be taken intermittently or on a reduced work schedule when medically advisable, as determined by the employee's health care provider. During said leave of absence, the employee must first use accumulated sick leave. Upon request, and at the discretion of the employee, vacation or other earned undifferentiated paid leave may be used during pregnancy disability leave.

3. **Certification Requirements.** All pregnancy disability leave must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the HR administrator prior to being taken. Requests for an extension of leave must be submitted in writing to the HR administrator prior to the agreed date of return and must be supported by a written certification of the attending physician that the employee continues to be disabled by pregnancy, childbirth, or a related medical condition.
3. **Work during Pregnancy.** Female employees may continue working during pregnancy as long as the individual, her physician, and the supervisor concur in her ability to work, and the demands of the job are satisfied. Proof of the physician's concurrence must be submitted at regular intervals during the employee's pregnancy when requested by the supervisor.
4. **Benefits during Leave.** An employee on pregnancy disability leave may receive group health insurance coverage that was provided before the leave on the same terms as provided to other employees who become disabled off-duty, if: 1) the employee is eligible for concurrent family medical leave; and 2) the employee has not already exhausted this 12-week group health insurance coverage benefit in the current family medical leave eligibility period. The District may recover premiums it paid to maintain health coverage, as provided by the family and medical leave laws, if an employee does not return to work following pregnancy disability leave.

An employee on pregnancy disability leave who is not eligible to receive group health insurance coverage as described above, may receive health insurance coverage in conjunction with COBRA guidelines by making monthly premium payments to the District.

5. **Return from Maternity Leave.** Upon expiration of the approved leave, and the District's receipt of a written statement from the health care provider that the employee is fit for duty, the employee shall be reinstated to her former position or to a comparable one if the former position is abolished during the period of leave and the employee would otherwise not have been laid off. The comparable position is one having similar terms of pay, location, job content and promotional opportunities.

If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially similar in job content, status,

pay, promotional opportunities, and geographic location as the employee's original position.

If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the District will initiate an interactive process with the employee in order to identify a potential reasonable (Reasonable accommodation is any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.)

An employee who fails to return to work after the termination of her leave loses her reinstatement rights.

Time off on pregnancy disability leave without pay by a probationary employee shall not be counted as part of the probation period. Failure to return to work after the authorized three-month period causes the pregnant employee to have no reinstatement rights.

- G. **BEREAVEMENT.** In the event of a death in the employee's immediate family, a regular full-time employee shall be entitled, at the discretion of the General Manager, to five working days off with pay to attend the funeral. The relatives designated shall include father, mother, wife, husband, brother, sister, daughter, son, grandparents, brothers and sisters having one parent in common, and those relationships generally called "step," providing persons in such relationships have lived or have been raised in the family home and have continued an active family relationship.

To be eligible for bereavement leave, the employee must attend or make a bona fide effort to attend the funeral. Bereavement leave is not compensable when the employee is on leave of absence, bona fide layoff, or for days falling outside the employee's regular work period. Bereavement leave is not chargeable against sick leave.

- H. **JURY OR COURT LEAVE.** While on jury duty or while appearing as a legally required witness, except in private cases not related to the employee's job, an employee will receive full pay from the District. For purposes of payroll, an employee must obtain validation from the Jury Clerk of time spent on jury duty. An employee who is summoned must notify his or her supervisor or the General Manager as soon as possible after receiving notice of both possible and actual jury service and/or witness testimony. An employee receiving witness fees or jury service fees, shall remit such fees to District Accounting 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.

#### **Section 8.7 – UNPAID TIME OFF**

**MILITARY/VOLUNTEER FIREMAN LEAVE.** Military/Volunteer Fireman leave shall be granted in accordance with the provisions of state and federal laws. All employees

entitled to military/Volunteer Fireman leave shall give the supervisor an opportunity within the limits of regulations to determine when such leave shall be taken.

1. Employees who are called or volunteer for services with the armed forces of the United States, the California National Guard or the fire department shall be entitled to be considered for reinstatement in accordance with the provisions of these rules.
2. An employee promoted to fill a vacancy created by a person serving in the armed forces shall hold such position subject to the return of the veteran. The employee affected by the return shall be restored to the position he or she held previously or any other equivalent position.
3. A new employee hired to fill a vacancy created by a person serving in the armed forces shall hold such position subject to the return of the veteran. The employee affected by the return shall be placed in as nearly equal a vacant position as may exist, or if no such position exists, may be subject to layoff.
4. Reserve Duty. Employees who participate in a reserve unit of the armed forces shall attempt to arrange time off for two-week assignments with the supervisor in advance of the scheduled drill. Such employees shall receive their normal compensation during a two-week drill assignment. Weekend drills shall also be scheduled in advance if the employee is scheduled to work on weekends.

J. **SCHOOL ACTIVITY LEAVE**

To provide District employees with the opportunity to attend his/her child's or grandchild's school activities and maintain a positive work/home life balance.

1. **Policy:**  
Allow employees to attend his/her child's school functions.
2. **Procedure:**  
Any employee who is the parent, grandparent or legal guardian of a child in preschool through grade 12 may request up to 40 hours off each year for the purpose of attending school activities. This time will be unpaid. Employees will be limited to no more than eight (8) hours off for this purpose in any one (1) calendar month.

The employee is required to give at least one-week advance notice and if requested by his/her supervisor, documentation indicating the date and time of the school activity for which time off is requested.

- K. **WORKERS' COMPENSATION.** 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.



The District shall provide to every new employee, either at the time of hire or by the end of the first pay period, the Written Notification of Medical Provider Network (MPN) and the "Well Comp Medical Provider Network" pamphlet in both English and Spanish.

After an employee is injured on the job, the employee shall immediately notify the designated supervisor. The supervisor shall ensure necessary medical treatment is provided by either referring the employee to the District's Company Nurse Program or calling the District's Company Nurse on the employee's behalf. The Company Nurse will provide the employee with the necessary treatment options available to him/her and provide instructions for any follow-up care. The injured employee or their designated representative shall receive and complete the employee portion of the Department of Workers Compensation form (DWC 1). If an employee declines to have medical treatment, they must complete the employee portion of the Declination of Medical Treatment and Declination of Medical Treatment Incident Form. All forms must be returned to supervisors within 24 hours of notification of a workplace illness or injury. Employees should retain a copy of all forms for their records.

Supervisors must complete the employer portion of the (DWC 1) form. If the employee declines treatment, Supervisors must complete the employer portion of the Declination of Medical Treatment and Declination of Medical Treatment Incident Form. For employees requesting medical treatment, the Administrative Assistant must complete Form 5020 (Employer's Report of Occupational Injury or Illness); write the employee's name and incident date on the Treating Physician Checklist and print, sign, and date the initial treatment authorization.

All forms shall be completed within 24 hours of notification of a workplace injury or illness. Employees should take the Treating Physician Checklist and treatment authorization to the designated medical facility or pre-designated physician.

In addition, Supervisors are required to complete the Supervisor Incident Form for any treated or untreated workplace injury or illness and mail it, along with indicated attachments to:

York Insurance Services Group  
P.O. Box 619058  
Roseville, CA 95661

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.

**Section 8.8 - FAMILY CARE AND MEDICAL LEAVE.**

**A. POLICY STATEMENT.**

Hidden Valley Lake CSD (The District) follows and supports both the federal and state laws, rules and regulations of the federal government under the U.S. Department of Labor, Fair Labor Standards Act (FLSA) and California Labor Laws (As Amended). Finding that California Labor Law encompasses the federal FLSA and is more restrictive, increasing the protection of the employee, the District adheres to the California Labor Laws (As Amended).

These laws can be found by following the links below:

1. U.S. Department of Labor FLSA (As Amended)  
<https://www.dol.gov/whd/flsa/>
2. California Labor Laws (As Amended)  
<https://labor.ca.gov/laborlawreg.htm>

~~To the extent not already provided for under current leave policies and provisions, the District will provide family and medical care leave for eligible employees as required by State and Federal Law. FMLA is an unpaid leave. The following provisions set forth certain rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulations of the California Family Rights Act ("CFRA"). Unless otherwise provided by this article, "Leave" under this article shall mean leave pursuant to the FMLA and CFRA.~~

~~NOTE: FMLA/CFRA Leave taken under this policy is separate and distinct from leave time taken under the California Pregnancy Disability Leave, which provides a maximum of four months of unpaid leave, with the employee's same or equivalent position being assured upon return, but with no employer paid benefits provided during the leave; with the exception of the first 12 weeks when FMLA leave runs concurrently with California Pregnancy Disability Leave.~~

**B. ELIGIBILITY:**

An employee is eligible for FMLA/CFRA Leave if the employee:

- Has been employed as a regular or extra help status District employee for at least 12 months of service at any time; and

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2. Has been employed as a District employee and has actually worked for at least 1,250 hours during the 12-month period immediately preceding the date leave first begins; and
3. Is employed at a work site where the employer employs at least 50 employees within 75 miles of that work site. Although the District may have fewer than 50 employees and does not fall within the criteria to FMLA, it is for the well-being of District employees.

C. DEFINITIONS.

1. For the purposes of this Policy, the following definitions apply:
  - a. "Child" biological, adopted, foster, stepchild, legal ward, or a child of an employee standing "in loco parentis" (in place of a parent) who is either under age 18, an adult dependent child, or an adult child incapable of self-care because of a mental or physical disability.
  - b. "Parent" biological, adoptive, foster, step-parent, or legal guardian or other person who stood in loco parentis to the employee when the employee was a child. This term does not include parent-in-laws.
  - c. "Spouse" husband or wife as defined or recognized under California State law for purposes of marriage.
  - d. "Domestic Partner" as defined by California Family Code §§ 297 and 299.2.
  - e. "Serious Health Condition" illness, injury, impairment, or physical or mental condition of the employee or a child, parent, spouse or domestic partner of the employee which involves either:
    - i. In-patient care (i.e. an overnight stay) in a hospital, hospice, or residential health care facility; or
    - ii. Continuing treatment or continuous supervision by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
      1. A period of incapacity due to serious health conditions of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
        - a. Unless extenuating circumstances exist, treatment two or more times within 30 days of the first day of incapacity by a health care provider, by a nurse or physician's assistant under direct supervision by a health care

provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider. The first in person treatment visit must take place within seven days of the first day of incapacity; or

b. Treatment by a health care provider on at least one occasion which must take place within seven days of the first day of incapacity and results in a regimen of continuing treatment under the supervision of the health care provider. This includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.

2. Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law an employee disabled by pregnancy is entitled to pregnancy disability leave.)

3. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

a. Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and

c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.) Absences for such incapacity qualify for leave even if the absence lasts only one day.

4. — A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. —

The employee or family member must be under the continuing supervision of but need not be receiving active treatment by a health care provider.

5. — Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

f. — **“12 Month Period”** — a rolling 12-month period measured backward from the date an employee uses any leave except pregnancy. Each time an employee takes leave, the remaining leave entitlement would be any balance of the 12 work weeks which has not been used during the immediately preceding 12 months.

g. — **“Health Care Provider”** — (1) A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California; (2) Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition; (3) Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in the State of California and performing within the scope of their practice as defined under California State law; (4) Nurse practitioner and nurse-midwives who are authorized to practice under California State law and who are performing within the scope of their practice as defined by California State law; (5) Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and (6) Any health care provider from whom an employer or group health plans benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

h. — **“Active Duty or Call to Active Duty Status”** — duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation for members of the Reserve components, the National Guard, and certain retired members of the Regular Armed Forces and retired Reserve while serving on active duty

~~status during a war or national emergency declared by the President of or Congress.~~

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- i. ~~“Qualifying Exigency” — short notice deployment, military events and related activities, childcare and related activities, financial and legal arrangements, counseling, rest and recuperation, and post deployment activities.~~
- j. ~~“Covered Service member” — (1) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty, (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness that was aggravated by the veteran’s actions in the line of duty, and who was a member of the Armed Forces (including a member of the National Guard and Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.~~
- k. ~~“Outpatient Status” — with respect to a covered service member, the status of a member of the Armed Forces assigned to either:
  - i. A military medical treatment facility as an outpatient; or
  - ii. A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.~~
- l. ~~“Next of Kin of a Covered Service member” — the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or his nearest blood relative for purposes of military caregiver leave under the FMLA.~~
- m. ~~“Serious Injury or Illness” — an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties the duties of the member’s office, grade, rank, or rating.~~

## ~~2. PERMITTED REASONS FOR FMLA/CFRA LEAVE~~

~~Leave is permitted only for the following reasons:~~

- a. The birth of a child or the placement of a child with an employee in connection with the adoption or foster care of a child. This leave right expires 12 months after the birth or placement. (California has a separate pregnancy disability leave of up to four (4) months.)
- b. To provide care for a child, parent, spouse or domestic partner of the employee, if such immediate family member has a serious health condition;
- c. The employee's own serious health condition that makes the employee unable to perform the essential functions of his/her position;
- d. A "qualifying exigency" arising out of the fact that an employee's spouse, son, daughter or parent is on active duty or called to active duty status in the Armed Forces (including National Guard and Reserves) (under FMLA only, and not CFRA); or
- e. To provide care for a spouse, son, daughter, parent or "next of kin" who is a covered service member (this leave may run up to 26 weeks of unpaid leave during a single 12 month period) (under FMLA only, and not CFRA).

**D. PROVISIONS.**

**1. LENGTH OF LEAVE**

**a. Minimum Duration**

- i. FMLA/CFRA Leave may be taken in one or more periods, but shall not exceed a total of twelve (12) work weeks of leave during the defined 12 month period, except in the case of pregnancy and leave to care for a covered servicemember. Eligible employees are entitled to 26 work weeks of FMLA Leave during any 12 month period to care for a covered servicemember.
- ii. A leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. The basic minimum duration of a leave taken for the birth, adoption, or foster care placement of a child shall be two weeks. A leave request, for such purpose, of less than two week's duration shall be granted on any two occasions. Any such leave shall be concluded within one year of the birth or replacement of the child with the employee in connection with the adoption or foster care of the child by the employee.

**b. Pregnancy Disability/Maternity Leave**

The State Pregnancy Disability Statute covers employees on leave for pregnancy and birth of a child. This statute allows employers to authorize up to four months of leave of absence for pregnancy disability. During this time FMLA leave is started concurrently. After

the pregnancy disability, the employee may request additional time off for bonding with the newborn child and this time is authorized by the CFRA—and can be up to 12 weeks in addition to the pregnancy disability period.

**c. Extension Beyond Original Estimate**

FMLA/CFRA Leave may be extended beyond the original estimated date of return as long as the total amount of leave is no longer than the maximum 12 work weeks. To extend a leave the employee must submit a new Leave of Absence Request Form prior to the expiration of the current leave. An extension of the FMLA/CFRA Leave will not cause the leave benefits to exceed the 12 work week limitation. An employee who does not return from the leave as scheduled, and who has not received prior approval to extend the leave, may be considered absent without authorization.

**2. INTERMITTENT LEAVE/REDUCED WORK SCHEDULE**

"Intermittent Leave" is defined as leave not taken continuously in one block of time, such as leave taken a few days or hours at a time on a continuing basis. A "Reduced Leave Schedule" is defined as a leave schedule that reduces the employee's usual number of hours per work week or work day.

If an employee requests intermittent leave or leave on a reduced leave schedule that is foreseeable and based on planned medical treatment, the District has the discretion to transfer the employee temporarily to an available alternative position for which the employee is qualified, that has equivalent pay and benefits, and better accommodates recurring periods of leave than the regular employment position of the employee.

**3. LEAVE PAY STATUS**

**a. Employee Serious Health Condition**

If FMLA/CFRA Leave is taken for the employee's own serious health condition, that is not a pregnancy disability leave or worker's compensation leave, then the employee must first use his/her sick leave in accordance with existing policy, then accrued holiday and vacation leave before unpaid leave time is taken.

**b. Child, Parent, Spouse or Domestic Partner Health Condition**

If an employee takes FMLA/CFRA Leave for the care of a child, spouse or parent; or for the placement of a child for adoption or foster care or birth of a child other than FMLA running concurrently with California Pregnancy Disability Leave, the employee must use accrued holiday and vacation leave before unpaid leave is taken.



The employee may elect to use up to 50% of accrued annual sick leave for the care of an immediate family member, as defined in section 4.11.C of the Employee Handbook.

**c. — Pregnancy Disability Leave**

FMLA leave runs concurrently with an employee's pregnancy disability leave. In such case, the employee will be required to use sick leave hours first, then the FMLA Leave is unpaid unless the employee elects to substitute accrued holiday and vacation leave.

If there is a waiting period for pregnancy disability leave or short/long term disability based on pregnancy or childbirth, then the employee must use accrued sick leave before unpaid leave is taken during the waiting period.

**d. — Worker's Compensation Absence**

Miscellaneous Employees:

An employee's FMLA/CFRA Leave may run concurrently with a Worker's Compensation absence. Because Worker's Compensation absence is not unpaid leave, the employee need not substitute other paid leave. The employee may elect to use paid leave balances to receive up to his/her regular compensation.

**e. — Bonding with Child**

An employee is required to use his or her paid vacation and/or holiday hours for leave requests taken for the birth, adoption or foster care placement of a child. For employees out on Pregnancy Disability leave, this leave time per CFRA is in addition to the leave period of up to 4 months for pregnancy disability.

**E. — EFFECT ON MEDICAL INSURANCE AND OTHER BENEFITS.**

1. — During the employee's FMLA/CFRA Leave the District shall continue to pay the usual contribution towards the employee's medical, dental, and vision premiums, under the same condition as coverage would have been provided if the employee had been continuously working. The District shall not continue to pay contributions towards any other plans not covered by the District's group health insurance plans.

2. — If the employee fails to return to work after the employee's FMLA/CFRA Leave entitlement has been exhausted or expires, the District may recover health plan premiums paid during the period of unpaid FMLA/CFRA Leave. The District may not seek to recover health care premiums if the employee does not return because of: 1)

the continuation, recurrence or onset of a serious health condition of the employee or a covered family member, or 2) circumstances beyond the employee's control, such as where an employee's spouse is unexpectedly transferred to a new job location, or someone other than an immediate family member has a serious health condition whom the employee needs to care for.

3. The District may require certification issued by a health care provider for claims that an employee is unable to return to work because of the continuation, recurrence or onset of a serious health condition of the employee or a covered family member. If certification is requested by the District and not provided within 30 days, the District may recover the health benefit premiums it paid during the period of unpaid FMLA/CFRA Leave.

4. In circumstances where the District may recover premiums from the employee, the District may recover health insurance premiums through deduction from any sums due the employee (e.g. unpaid wages, vacation pay, etc.). See Medical Insurance Policy.

5. The employee on unpaid FMLA/CFRA Leave will be credited with all service prior to the commencement of the unpaid leave, and for the period of the leave, except for Public Employees' Retirement System (PERS). Since retirement contributions are based on wages paid, the District shall not be required to make retirement plan contributions (PERS) for an employee while the employee is on any unpaid FMLA/CFRA Leave.

6. An employee is not entitled to the accrual of sick leave, vacation leave or holiday leave balances during periods of unpaid leave.

#### **F. EMPLOYEE STATUS WHILE ON FMLA LEAVE.**

1. FMLA/CFRA Leave is not considered an interruption of continuous service (break in service) for purposes of seniority in a classification. Employees returning from leave shall return with no less seniority for purposes of layoff, recall, promotion or job assignment.

2. Probationary periods shall be extended to cover the period of the leave.

#### **G. FORMS TO BE SUBMITTED BY THE EMPLOYEE.**

1. An employee who wishes to take FMLA/CFRA Leave must submit a written Leave of Absence Request Form which is signed by his/her supervisor to the Administrative Assistant. Upon receipt of the signed Leave of Absence Form, the FMLA/CFRA Leave Form will be delivered to the employee for signature and a Medical Certification form for completion by him/her or the covered family member's attending physician. The District shall not deny a FMLA/CFRA Leave request which is an emergency or is otherwise unforeseeable on the basis that the employee did not provide the 30-day advance notice of the need for the leave.

2. Advance notice of leave should be given as follows:

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a. If the event necessitating the leave becomes known to the employee more than 30 calendar days prior to the employee's need for a leave, the employee shall provide written notice to his/her immediate supervisor as soon as he/she learns of the need for a leave with, at a minimum, 30 days written advance notice.

b. If the event necessitating the leave becomes known to the employee less than 30 calendar days prior to the employee's need for a leave, the employee shall provide to his/her immediate supervisor as much advance notice as possible, which must be given as soon as practicable. It is expected that notice will be given within 1-2 working days of learning of the need for leave. Upon an employee requesting leave or the supervisor learning of an FMLA/CFRA qualifying event, the employee shall be given a Request for Leave form and submit it to their immediate supervisor or the HR administrator.

c. If an employee seeks leave due to a condition for which the District has previously provided FMLA protected leave, the employee must inform the District that the leave is for a condition that was previously certified for which the employee has previously taken FMLA leave.

d. If an employee's need for FMLA/CFRA Leave is due to a planned medical treatment, the employee shall consult with their supervisor or other designated department representative to schedule the treatment or care so as to minimize disruptions to the operation of the District. Any such scheduling, however, shall be subject to the approval of the health care provider of the employee or covered family member.

3. The District shall respond in writing to the employee as soon as possible after receiving the written request, within two working days, if possible. The District shall attempt to respond to the leave request and designate the leave as FMLA/CFRA leave as soon as possible and will make every effort to respond before the date the leave is to begin.

#### **H. CERTIFICATION REQUIREMENTS.**

As a condition for granting FMLA/CFRA Leave for the employee's serious condition or for the care of a covered family member who has a serious health condition, the employee must submit within 15 days (unless there is a medical emergency or other extenuating circumstance) a written certification from the health care provider of the individual requiring care. The certification will be sufficient if it includes the following:

1. A statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the covered family member; or

2. In the case of leave requested because of a serious health condition for a covered military member, for the first time the employee requests leave for a qualifying exigency, the District may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. A copy of a new active duty order or similar documentation shall be provided to the employer if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different covered military member.

3. In the case of certification for intermittent leave, or leave on a reduced leave schedule, a statement of the dates and duration of the Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for "personal" absences. Time off for medical and dental appointments will be treated as sick leave. HVLCSO will not tolerate abuse or misuse of your sick leave privilege.

HVLCSO offers paid sick leave to all employees. Paid sick leave accrues at the rate of 3.10 hours per biweekly pay period, based upon hours paid. Sick leave accrues on a biweekly basis on the last day of the pay period. Part time employees earn sick leave on a pro rata basis according to their regularly scheduled workweek (in no case, however, will part time employees earn less than one hour of sick leave for every thirty (30) hours worked). Employees who are in unpaid status (i.e. not at work and not using vacation or sick leave benefits) do not accrue sick leave time.

**Sick leave can be taken for the following reasons;**

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
- To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stand in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee of the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was minor child), a spouse or registered domestic partner, a grandparent, grandchild, and sibling.

There are no caps on the accrual of sick leave. Any unused sick leave will be carried forward from one year to the next. HVLCSO does not pay employees for unused sick leave. Any sick leave hours unused at the time of termination cannot be cashed out. However, previously unused sick days will be reinstated if

an employee separates from employment and is then re-hired by HVLCSO within one year. If an employee has at least five (5) years of service credit with CalPERS, sick leave can be converted to service credit for retirement purposes. For purposes of determining the CalPERS allowance upon retirement, each employee receives .004 years of service credit for each day of accumulated sick leave (i.e. 2,000 hours = 1 year of credit).

If you are absent longer than three (3) consecutive days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to HVLCSO may be required. Sick leave is a benefit intended to provide employees with some compensated time off during times of sickness and recuperation to facilitate a return to work. Employees are not guaranteed the right to use or otherwise exhaust all accrued sick leave. In appropriate circumstances, steps can be taken to terminate employment if an employee cannot return to work even if sick leave remains available.

#### **KIN CARE**

Every calendar year, an employee can use up to 24 hours of sick leave every year to attend to an illness or seek medical care of a family member (as defined above in this policy). An employee seeking to use more sick leave hours than their annual accrual may request approval from the General Manager. In extenuating circumstances where District business needs are not adversely impacted, the General Manager may approve the use of more time. In reviewing the request, the General Manager will consider District business needs, member demands, employee productivity, work flow, the availability of others to complete necessary tasks, and any other relevant factors, in consultation with the employee's supervisor.

\_\_\_\_\_ intermittent leave or reduced leave schedule; or

4. \_\_\_\_\_ In the case of certification for an employee's serious health condition, a statement that the employee is unable to perform the functions of the position due to the employee's serious health condition.
5. \_\_\_\_\_ In addition to the above, the certification must also include:
  - a. \_\_\_\_\_ the date, if known on which the serious health condition \_\_\_\_\_ commenced;
  - b. \_\_\_\_\_ the probable duration of the condition; and
  - c. \_\_\_\_\_ an estimate of the amount of leave which the health care \_\_\_\_\_ provider believes the employee needs.

The District may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the District concerning information certified for his/her own serious health condition.

Where the second opinion differs from the first, the District may require, at its own expense, that the employee obtain the opinion of a third health care provider

designated or approved jointly by the District and the employee concerning the information that was certified.

The opinion of the third health care provider shall be considered final and binding upon the District and the employee.

The District may require that the employee obtain subsequent recertification if an employee requests leave beyond that specified in the original certification.

**I. REINSTATEMENT TO A POSITION.**

1. In addition to the above, the certification must also include:

- a. As a condition of the employee's return to work, the employee must submit a "return to work" release from a health care provider stating that the employee is able to resume work. Failure to provide a "return to work" release may result in the denial of reinstatement.
- b. An employee who takes FMLA/CFRA Leave shall be entitled on return from such leave:
  - i. to be restored to the position of employment held by the employee when the leave commenced; or
  - ii. to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
- c. The District may refuse to reinstate an employee to the same or comparable position if the same position or comparable position has ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA Leave.
- d. A restored employee is not entitled to any right, benefit, or position of employment to which the employee would not have been entitled had the employee not taken the FMLA/CFRA Leave.
- e. If an employee is determined to be a "key employee" (an employee that holds a managerial position) at the time the leave is requested, the FMLA requires notice to the employee of such designation and notice of the consequences of the designation.
- f. The District may deny restoration to a salaried employee who is among the highest paid 10 percent of the employees employed by the District within 75 miles of the worksite if:
  - i. such denial is necessary to prevent substantial and grievous economic injury to the operations of the District;

- ii. the District notifies the employee of the intent to deny restoration on such basis at the time the District determines that such injury would occur; and
  - iii. in any case where the leave has commenced, the employee fails to return to employment within a reasonable time, considering the circumstances such as length of leave and urgency of the need for the employee to return after receiving such notice.
- g. An employee's acceptance of a "light duty" ("light duty" may be concluded as restrictions requested by employee's physician or agreed upon between the employee and the General Manager if a physician is not involved) assignment does not constitute a waiver of the employee's prospective rights. The employee's right to restoration, however, ceases at the end of the applicable 12-month FMLA/CFRA leave year.

#### **J. PREGNANCY LEAVE.**

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid pregnancy disability leave for up to 4 months.

##### **1. Notice and Certification Requirements**

- a. Requests for pregnancy disability leave must be submitted in writing and must be approved by the employee's supervisor. The request must be supported by a written certification from the attending physician stating that the employee is disabled from working by pregnancy, childbirth or a related medical condition. The certification must state the expected duration of the disability and the expected date of return to work.
- b. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the HR administrator prior to being taken. Requests for an extension of leave must be submitted in writing prior to the agreed date of return and must be supported by a written certification of the attending physician that the employee continues to be disabled by pregnancy, childbirth, or a related medical condition.

##### **2. Compensation During Leave**

Pregnancy disability leaves are without pay. However, the employee may first use accrued sick leave, vacation leave, and then any other accrued paid time off during the leave.

##### **3. Benefits During Leave**

- a. An employee on pregnancy disability leave may receive any group health insurance coverage that was provided before the leave on the

same terms as provided to other employees who become disabled off-duty, if:

- 1) the employee is eligible for concurrent family medical leave; and,
- 2) the employee has not already exhausted this 12-week group health insurance coverage benefit in the current family medical leave eligibility period. The District may recover premiums it paid to maintain health coverage, as provided by the family and medical leave laws, if an employee does not return to work following pregnancy disability leave.

b. An employee on pregnancy disability leave who is not eligible to receive group health insurance coverage as described above, may receive health insurance coverage in conjunction with COBRA guidelines by making monthly premium payments to the District.

#### 4. Reinstatement

a. Upon the expiration of pregnancy leave and the District's receipt of a written statement from the health care provider that the employee is fit to return to duty, the employee will be reinstated to her original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave.

b. If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially similar in job content, status, pay, promotional opportunities, and geographic location as the employee's original position.

c. If upon return from leave an employee is unable to perform the essential functions of her job because of a physical or mental disability, the District will initiate an interactive process with the employee to identify a potential reasonable accommodation.

d. An employee who fails to return to work after the termination of her leave loses her reinstatement rights.

**Section 8.9 - Employee Requested Leave of Absence Without Pay.** The General Manager may grant a regular or probationary employee leave of absence without pay not to exceed three months. No such leave shall be granted except upon written request of the employee. The request shall set forth the reason for the request. The District's response to the request shall be in writing. An employee must first use all accrued vacation and comp time credits and/or administrative leave, and the remaining approved leave of absence will be without pay. Sick leave may not be taken. Upon expiration of a regularly approved leave of absence without pay, or within a reasonable period of time after notice to return to duty, the employee shall be reinstated in the position held at the time the leave was granted.



Failure on the part of an employee on leave of absence without pay to report promptly at its expiration, or within a reasonable time after notice to return to duty shall be cause for discharge. The General Manager may review and extend leaves of absence at his/her sole discretion. Supervisors may grant a regular or probationary employee leave of absence without pay not to exceed two calendar weeks. All leaves of absence without pay shall be reported to the General Manager. A leave of absence shall be considered an interruption in the probationary period. Time off on a leave of absence without pay by a probationary employee shall not be counted as part of the probation period.

## **SECTION 9 - EMPLOYEE CONDUCT & DISCIPLINE**

### **9.0 Initiation and Nature of Disciplinary Action**

Disciplinary action may be initiated by the General Manager on his/her own initiative or upon written recommendation of the employee's supervisor.

Disciplinary action may consist of an oral reprimand, a written reprimand, suspension without pay, demotion, and/or reduction in pay. The General Manager may impose any level of discipline he/she deems appropriate and need not follow a course of progressive discipline.

### **9.1 Grounds for Disciplinary Action**

Examples of reasons for the General Manager to impose discipline include, but are not limited to, the following:

1. False statement of fact or actual or attempted deception, fraud, or misconduct in or with an application, interview, or examination;
2. Violation of any District policy;
3. Unauthorized absence;
4. Conviction of a felony or other criminal act, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his employment;
5. Disorderly conduct;
6. An inability to perform the essential functions of the employee's job (with reasonable accommodations);
7. Any act of fraud, dishonesty, misappropriation, embezzlement or similar conduct involving HVLCSO;
8. Substandard performance or inefficiency;
9. Insubordination;
10. Violation of the alcohol and drug use policy;
11. Neglect of duty;
12. Damage to, waste of, or unauthorized use of HVLCSO's supplies, equipment or premises;

13. Failure to follow safety instructions or directions;
14. Unauthorized employee use of District equipment for personal use;
15. Discourteous or unprofessional treatment of others; and
16. Engaging in prohibited conduct, as set forth in the Ethics Policy.
17. False statement of fact or actual or attempted deception, fraud, or misconduct in or with an application, interview, or examination;

## **SECTION 10 - GRIEVANCE PROCEDURE**

**Section 10.0 PURPOSE.** The purpose of the Grievance Procedure is to:

- A. Afford employees a systematic means of obtaining consideration of concerns or problems.
- B. Provide that grievances are settled as near as possible to the point of origin.
- C. Provide that appeals are conducted as informally as possible.

**Section 10.1 MATTERS SUBJECT TO GRIEVANCE.** Any alleged violation of the rules, policies and procedures set forth in this Employee Handbook, any alleged improper treatment of an employee, and any decision affecting an employee's employment may be a matter subject to review through the grievance procedure.

**Section 10.2: MATTERS NOT SUBJECT TO GRIEVANCE.** Employees may initiate a grievance and at the first or subsequent steps in the grievance procedure. A decision may be made that the matter involved is not subject to grievance. Such matters may include, but are not limited to, merit increases, compensation, work methods, equipment, hours of work, services provided, staffing levels, and changes in the content of employee performance evaluations, verbal or written reprimands or counseling memos.

**Section 10.3: GRIEVANCE PROCEDURE.**

### Step One

An attempt must be made to resolve all grievances on an informal basis between the employee and the immediate supervisor. It is the responsibility of the employee to initiate this process within seven calendar days of the date when the aggrieved action or incident became known to the employee.

### Step Two

If the grievance is not satisfactorily resolved on an informal basis, the employee shall submit the grievance in writing to the employee's immediate supervisor within 15 calendar days after the informal

decision of the immediate supervisor. The supervisor must deliver his/her answer in writing to the employee within 15 calendar days after receiving the appeal.

#### Step Three

If the grievance is not satisfactorily resolved at the second step, the employee shall present his/her appeal to his/her supervisor's immediate supervisor within 15 calendar days after receipt of the written decision of his/her supervisor. The supervisor receiving the appeal shall render a decision, in writing, and return it to the employee within 15 calendar days after receiving the appeal.

#### Step Four

If the grievance is not satisfactorily resolved at the third step, the employee shall submit the grievance in writing to the General Manager within 15 calendar days after the decision of the employee's immediate supervisor is received. The General Manager shall render a decision in writing to the employee within 20 calendar days after receiving the appeal.

#### **Section 10.4: CONDUCT OF GRIEVANCE PROCEDURE.**

Time limits specified above may be extended to a definite date by agreement of the employee and the reviewer concerned.

Employee must be assured freedom from reprisal for using the grievance procedure.

#### **Section 11 ANTI HARASSMENT AND DISCRIMINATION POLICY**

- A. Introduction: The Hidden Valley Lake Community Services District is dedicated to providing a work environment for its employees that is free of harassment and discrimination. The District prohibits harassment and discrimination because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information or any other basis protected by federal, state or local law, ordinance or regulation. Such harassment and discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment or discrimination of or by any employee of the District, including supervisors and co-workers. It also extends to vendors, independent contractors and others doing business with the District.

**Section 11.1 DEFINITION AND EXAMPLES OF HARASSMENT.** Harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, genetic information or any other protected basis is prohibited, including, but not limited to the following behavior and circumstances:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
2. Visual conduct such as derogatory and/or sexual oriented posters, photography, cartoons, drawings or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

4. Retaliation for having reported or threatened to report harassment.
5. Harassment can occur between any individuals associated with the District. Such individuals may include: Board members, supervisors, coworkers, agents, customers, vendors, contractors, or members of the general public.
6. The victim of harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim of harassment.

Sexual harassment is a form of harassment. Sexual harassment is defined by the Fair Employment and Housing Commission as “unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.”

**Section 11.2 COMPLAINT PROCESS.** If an employee thinks he or she is being harassed or discriminated against on the job because of gender, race, or other protected basis, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact his or her immediate supervisor, the HR administrator, the General Manager, the President of the Board of Directors, or any other supervisor with whom the employee feels comfortable. The complaint should include all details of the incident (s), the names of all individuals involved, and the names of any witnesses. Every complaint that is reported will be taken seriously and investigated thoroughly. If harassment or discrimination is not reported, it cannot be investigated. The District will not retaliate against anyone for reporting any incidents of harassment, for making any complaints of harassment, or for participating in any investigation. Every employee’s cooperation is crucial.

**Section 11.4: COMPLAINT RESPONSE PROCESS**

- a) Staff receiving harassment complaints will refer them immediately to the General Manager or to the President of the Board of Directors if the General Manager is unavailable or personally involved in the complaint. Supervisors must refer all harassment complaints to the General Manager or to the President of the Board of Directors if the General Manager is unavailable or personally involved in the complaint.
- b) The General Manager will call a special meeting, within one (1) week from the date of the complaint or as soon thereafter as is practicable, in order to notify the Board of Directors that a claim of harassment has been made against an employee, a staff member, or other person doing business with the District.
- c) The General Manager, or his/her designee, upon receiving direction from the Board of Directors, will ensure that an immediate, effective, thorough, and objective investigation of the allegation(s) is undertaken. Any information obtained through the investigation will be kept confidential to the extent possible to conduct an effective investigation into the allegations.

**Section 11.5: FINDINGS AND RETALIATION.** If it is determined that harassment has occurred effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. After the investigation and findings have been concluded, the District may communicate its findings to the complainant, the alleged harasser, and any other concerned party.

Employees complaining of harassment, or otherwise participating in the District's investigation of such conduct, shall be protected from any form of reprisal and/or retaliation.

**Section 11.6: IMMEDIATE REPORTING.** All employees should report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing ("DFEH") investigates and may prosecute complaints of harassment. An employee may have a claim of harassment even if he or she has not lost a job related or economic benefit. Whenever an employee thinks he or she has been harassed or that he or she has been retaliated against for resisting or complaining, that employee may file a complaint with the DFEH. The nearest DFEH office is listed in the telephone book.

## **SECTION 12 – ZERO TOLERANCE INCIVILITY & BULLYING POLICY**

**12.1: POLICY.** The District has a zero-tolerance policy for incivility and bullying in the workplace. Understanding and mutual respect toward all individuals are essential elements to the existence of a safe and healthy workplace. Any employee who commits an act of incivility or bullying is subject to disciplinary action up to and including termination. This policy applies to all District personnel.

### **Section 12.2: INCIVILITY.**

- A. Uncivil office behavior includes acting in a characteristically rude and discourteous manner and, displaying a lack of regard for others.

Examples include:

- a. taking someone else's food or beverage, purposely not greeting or acknowledging someone at the office, and not giving credit to a colleague on a project. When incivility is extensive it leads to lower job satisfaction, decrease in performance, higher absenteeism, and low morale.
- b. Preventive/Response Measure: Treat other workers the way you would like to be treated, extend common courtesies, maintain appropriate boundaries, and ask for assistance from management or human resources when needed.

### **Section 12.3: BULLYING.**

- A. Workplace bullying is behavior that harms, intimidates, offends, degrades, or humiliates an employee, possibly in front of other employees, clients, or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks. Examples of bullying include:
- a. spreading rumors, gossip and innuendo, intimidating a person, undermining or deliberately impeding a person's work, physically abusing or threatening abuse, removing areas of responsibilities without cause, withholding necessary information, making jokes that are obviously offensive, intruding on a person's privacy by pestering/spying/stalking, creating a feeling of uselessness, yelling or using profanity,

criticizing a person consistently or constantly, belittling a person's opinion, unwarranted punishment, blocking applications for training/leave/promotion, tampering with a person's personal belongings. If in doubt if an action could be bullying, ask yourself if a reasonable person would consider the action acceptable.

- B. Preventive/Response Measure: Report bullying to your supervisor and an informal investigation will be conducted. In the event the informal stage is not sufficient, or the offense is of a serious nature, a formal investigation will be conducted. Any reports of workplace bullying will be treated seriously and investigated promptly. Managers and supervisors must ensure employees who make complaints, or witnesses are not victimized.

### **SECTION 13 – WORKPLACE VIOLENCE PREVENTION POLICY**

**Section 13.1: PURPOSE.** The purpose of this policy is to maintain a zero-tolerance standard of violence in the workplace. This policy provides District employees with guidance that will maintain an environment at and within District premises and facilities as well as events that are free of violence and the threat of violence. This policy applies to all full-time and part-time employees and includes volunteers, temporary and provisional employees as well as contracted employees.

**Section 13.2: POLICY.** The District prohibits violent behavior of any kind or threats of violence, either implied or direct, in District premises and facilities as well as at District sponsored events. Such conduct by a District employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including termination. Violent threats or actions by a non-employee may result in criminal prosecution. The District will investigate all complaints filed and will also investigate any possible violation of this policy of which District management are made aware. Retaliation against a person who makes a good faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

#### **Section 13.3: DEFINITIONS.**

- A. Workplace Violence: Behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.
- B. Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- C. District premises or District facilities means all property of the District including, but not limited to the offices, facilities and surrounding areas on District-owned or -leased property, parking lots, and storage areas. The term also includes District-owned or -leased vehicles and equipment wherever located, as well as, pump station, sites, sewer line, excavation sites.
- D. Intimidation: Making others afraid or fearful through threatening behavior.

- E. Zero-tolerance: A standard that establishes that any behavior, implied or actual that violates the policy will not be tolerated.
- F. Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

**Section 13.4: PROHIBITED BEHAVIOR.**

A. VIOLENCE

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence.
3. Stalking including following to and from work.
4. Possession of weapons of any kind on District premises, including parking lots, other exterior premises or while engaged in activities for District in other locations, or at District sponsored events.
5. Assault of any form.
6. Physical restraint or confinement.
7. Dangerous or threatening horseplay.
8. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
9. Blatant or intentional disregard for the safety or well-being of others.
10. Commission of a violent felony or misdemeanor on District premises.
11. Any other act that a reasonable person would perceive as constituting a threat of violence.

B. DOMESTIC VIOLENCE

Domestic violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional or reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

1. Spouse or former spouse;
2. Domestic partner or former domestic partner;

3. Cohabitant or former cohabitant and or other household members;
4. A person with whom the victim is having, or has had, a dating or engagement relationship;
5. A person with whom the victim has a child.
6. The District recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

C. REPORTING ACTS OR THREATS OF VIOLENCE.

An employee who:

1. is the victim of violence, or
2. believes they have been threatened with violence, or
3. witnesses an act or threat of violence towards anyone else shall take the following steps:
  - a. If an emergency exists and the situation is one of immediate danger, the employee shall contact the Lake County Sheriff's Department by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.
  - b. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the District's Workplace Violence Incident Report Form.

D. PROCEDURES FOR FUTURE VIOLENCE.

1. Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with the District, shall inform their supervisor by immediately completing a Workplace Violence Incident Report Form so appropriate action may be taken. The supervisor shall inform the General Manager and the local law enforcement officials.
2. Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to their supervisor. The supervisor shall provide copies to the General Manager and to the Lake County Police/Sheriff Department.

E. INCIDENT INVESTIGATION.

1. Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The General Manager will cause to be initiated an



investigation into potential violation of work rules/policies. Simultaneously, the General Manager will refer the matter to the Lake County Sheriff's Department for their review of potential violation of civil and/or criminal law.

2. Procedures for investigating incidents of workplace violence include:
  - a. Visiting the scene of an incident as soon as possible.
  - b. Interviewing injured and threatened employees and witnesses.
  - c. Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
  - d. Determining the cause of the incident.
  - e. Taking mitigating action to prevent the incident from recurring.
  - f. Recording the findings and mitigating actions taken.
3. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the Investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

F. MITIGATING MEASURES.

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

1. Notification of law enforcement authorities when a potential criminal act has occurred.
2. Provision of emergency medical care in the event of any violent act upon an employee.
3. Post-event trauma counseling for those employees desiring such assistance.
4. Assurance that incidents are handled in accordance with the Workplace Violence Prevention policy.
5. Requesting District Counsel and file a restraining order as appropriate.

G. TRAINING AND INSTRUCTION.

1. The District shall be responsible for ensuring that all employees, including managers and supervisors, are provided training and instruction on general workplace security practices. Managers and supervisors shall be responsible for ensuring that all employees are provided training and instructions on job specific workplace security practices.

2. Training and instruction shall be provided as follows:
  - a. To all current employees when the policy is first implemented. Employees will be required to sign a written acknowledgment that the policy has been received and read.
  - b. To all newly hired employees, supervisors and managers, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Employees will be required to sign a written acknowledgment that the policy has been received and read.
  - c. To affected employees whenever management is made aware of a new or previously unrecognized hazard.
3. Workplace security training and instruction includes, but is not limited to, the following:
  - a. Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards.
  - b. Methods to diffuse hostile or threatening situations.
  - c. Escape routes.
  - d. Explanation of this Workplace Violence Prevention Policy.

In addition, specific instructions shall be provided to all employees regarding workplace security hazards unique to their job assignment.

#### **SECTION 14 – DRUG & ALCOHOL ABUSE AND CONTRABAND POLICY**

**Section 14.1: PURPOSE.** The purpose of this policy is to outline the goals and objectives of the District's drug and alcohol testing program and provide guidance to supervisors and employees concerning their responsibilities for carrying out the program. This policy applies to all full-time and part-time employees and includes volunteers, temporary and provisional employees as well as contracted employees.

**Section 14.2: POLICY.**

- A. The District has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer or possession of an illegal drug in the workplace, and/or being under the influence of alcohol poses unacceptable risks for safe, healthy, and efficient operations.
- B. The District has the right and obligation to maintain a safe, healthy and efficient workplace for all of its employees, and to protect the organization's property, information, equipment, operations and reputation, as well as protecting the public.

- C. The District recognizes its obligations to the public for the provision of services that are free of the influence of illegal drugs and alcohol and will endeavor through this policy to provide drug-and alcohol-free services.
- D. The District further expresses its intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.
- E. As a condition of employment, all employees are required to abide by the terms of this policy and to notify District management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- F. The District has a heightened interest in safety concerns with heavy equipment operators and others who operate potentially dangerous equipment that justifies special provisions relating to those employees.

**Section 14.3: DEFINITIONS.**

- A. Alcohol means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.
- B. Contraband means any article, the possession of which on District premises or while on District business, that causes an employee to be in violation of the policies in this Handbook, any other District rules or regulations or state and/or federal law. Contraband includes illegal drugs, drug paraphernalia, lethal weapons, firearms, explosives, incendiaries and stolen property.
- C. District premises or District facilities means all property of the District including, but not limited to the offices, facilities and surrounding areas on District-owned or -leased property, pump stations, sewer line easement areas, parking lots and storage areas. The term also includes District-owned or -leased vehicles and equipment wherever located.
- D. Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue and other specimens of the human body for the purpose of detecting a drug or alcohol.
- E. Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
- F. Legal drug means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which prescribed or manufactured.

- G. Reasonable suspicion means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, but is not be limited to, decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices and erratic conduct indicative of impairment are examples of "reasonable suspicion" situations.
- H. Under the influence means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.

**Section 14.4: EDUCATION.**

- A. Supervisors and other management personnel are to be trained in:
  - 1. Detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy;
  - 2. Intervening in situations that may involve violations of this policy;
  - 3. Recognizing the above activities as a direct job responsibility.
- B. Employees are to be informed of:
  - 1. The health and safety dangers associated with drug and alcohol abuse;
  - 2. The provisions of this policy.

**Section 14.5: PROHIBITED ACTIVITIES.**

- A. LEGAL DRUGS.
  - 1. The undisclosed use of any legal drug, which could interfere with the safe and efficient performance of duties or operation of District equipment, by any employee while performing District business or while on District premises is prohibited. However, an employee may continue to work even though using a legal drug if District management has determined, after consulting with General Manager, that such use does not pose a threat to safety and that the using employee's job performance is not significantly affected. Otherwise, the

employee may be required to take leave of absence or comply with other appropriate action as determined by District management.

2. An employee whose medical therapy requires the use of a legal drug, which could interfere with the safe and efficient performance of duties or operation of District equipment, must report such use to his or her supervisor prior to the performance of District business. The supervisor who is so informed will contact the General Manager.
3. The District at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee's work activity or presence at the workplace accordingly. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using legal drugs, the District may require medical clearance.

**B. ILLEGAL DRUGS AND ALCOHOL.**

1. The use, sale, purchase, transfer or possession of an illegal drug by any employee while on District premises or while performing District business is prohibited.
2. The use, sale or purchase of alcohol by any employee while on District premises or while performing District business is prohibited.

**Section 14.6 DISCIPLINE.**

- A. Any employee who possesses, distributes, sells, attempts to sell or transfers illegal drugs on District premises or while on District business will be terminated immediately.
- B. Any employee who is found to be under the influence of alcohol in violation of this policy will be subject to discipline up to and including termination.
- C. Any employee who is found to be in possession of contraband in violation of this policy will be subject to discipline up to and including termination.
- D. Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including termination.
- E. Any employee who knows or has reasonable suspicion that another employee is using, selling, under the influence or otherwise in violation of this policy shall have a duty to report that suspicion to the General Manager. Failure to report such suspicion may result in discipline up to and including termination.

**Section 14.7: DRUG AND ALCOHOL TESTING OF CERTAIN JOB APPLICANTS.**

- A. All applicants for employment whose job duties will involve the use of heavy equipment or potentially dangerous equipment, including applicants for part-time and volunteer

positions are subject to drug and alcohol testing after a conditional offer of employment is made by the District.

- B. Such an applicant must pass the drug test to be considered for employment.
- C. An applicant will be notified of the District's drug and alcohol testing policy prior to being tested; will be informed in writing of his or her right to refuse to undergo such testing; and will be informed that the consequence of refusal is termination of the pre-employment process.
- D. An applicant will be provided written notice of this policy and by signature will be required to acknowledge receipt and understanding of the policy.
- E. If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

**Section 14.8: DRUG AND ALCOHOL TESTING OF EMPLOYEES BASED ON REASONABLE SUSPICION.**

- A. The District will notify employees of this policy by:
  - 1. Providing to each employee a copy of the policy, and obtaining a written acknowledgment from each employee that the policy has been received and read.
  - 2. Announcing the policy in various written communications and making presentations at employee meetings.
- B. The District may perform drug or alcohol testing:
  - 1. of any employee who manifests "reasonable suspicion" behavior;
  - 2. of any employee who is involved in an accident that results or could result in the filing of a Workers' Compensation claim; or
  - 3. of any employee who is subject to drug or alcohol testing pursuant to federal or state rules, regulations or laws.
- C. An employee's consent to submit to drug or alcohol testing when reasonable suspicion exists is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.
- D. An employee who is tested in a "reasonable suspicion" situation may be placed on administrative leave pending receipt of written tests results and whatever inquiries may be required.

**Section 14.9: RANDOM TESTING OF CERTAIN EMPLOYEES.** The District has determined that all positions, including those that operate heavy equipment or potentially dangerous equipment, are subject to random testing. The reasons and positions shall be established by separate list and may change from time to time as job duties change. The General Manager shall have the authority to make changes to the list.

**Section 14.10: TESTING PROCEDURES.** The District shall select a competent medical facility to conduct drug and alcohol testing. Chain of custody will be maintained, and the procedures shall generally be along the following lines:

- A. ALCOHOL TESTING.
  - 1. Alcohol testing will be conducted through the Lake County Sheriff's Department or St. Helena Job Care/facility.
  - 2. A screening test will be conducted first. If the result is an alcohol concentration level of less than 0.02, the test is considered a negative test. If the alcohol concentration level is 0.02 or more, a second confirmation test will be conducted.
- B. DRUG TESTING.
  - 1. A urine specimen will be split into two bottles labeled as "primary" and "split" specimen. Both bottles will be sent to the lab;
  - 2. If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has 72 hours to request that the split specimen be analyzed by a different certified lab;
  - 3. The urine sample will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidine;
  - 4. If the test is positive for one or more of the drugs, a confirmation test will be performed using a gas chromatography/mass spectrometry analysis;
  - 5. All drug test results will be validated, reviewed and interpreted by a physician (medical review officer or MRO) before they are reported to the employer and then to the employer agency;
  - 6. With all positive drug tests, the physician (MRO) will first contact the employee to determine if there is an alternative medical explanation for the positive test result. If documentation is provided and the MRO determines that there was a legitimate medical use for the prohibited drug, the test result may be reported to the employer as "negative."

**Section 14.11: APPEAL OF DRUG OR ALCOHOL TEST RESULT.**

- A. An applicant or employee whose drug or alcohol test reported positive will be offered the opportunity of a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use. The General Manager will judge whether an offered explanation merits further inquiry.
- B. An employee whose drug or alcohol test is reported positive will be offered the opportunity to:
  - 1. Obtain and independently test, at the employee's expense, the remaining portion of the urine specimen that yielded the positive result;
  - 2. Obtain the written test result and submit it to an independent medical review at the employee's expense.

**Section 14.12: INSPECTION AND SEARCHES.**

- A. The District may conduct unannounced general inspections and searches for illegal drugs or contraband on District premises, or in District vehicles or equipment wherever located. The District has the right to search and inspect all District property, including but not limited to lockers, storage areas, furniture and other places under the common control of the District or joint control of the District and employees. Employees are expected to cooperate, and do not have any expectation of privacy in any District building, property or communications system.
- B. Contraband is an article that is illegal to possess.
- C. Illegal drugs, drugs believed to be illegal and drug paraphernalia found on District property will be turned over to the Lake County Sheriff's Department and the full cooperation will be provided to any subsequent investigation.
- D. Other forms of contraband, such as firearms, explosives and lethal weapons, will be subject to seizure during an inspection or search. An employee who is found to possess contraband on District property or while on District business will be subject to discipline up to and including termination.
- E. If an employee is the subject of a drug-related investigation by District or by a law enforcement agency, the employee may be placed on administrative leave pending completion of the investigation.

**Section 14.13: CONFIDENTIALITY.** All information relating to drug or alcohol testing, or the identification of persons as users of drugs and alcohol will be protected by District as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

**SECTION 15 - TOBACCO USE AND SMOKING POLICY**



The health and rights of all HVLCS D employees and the public are to be protected from unhealthful conditions.

For the purpose of this policy "tobacco product use" includes any use of any tobacco product such as cigarette, cigar, chewing tobacco, pipe, electronic nicotine delivery system (i.e. e-cigarettes) vapor products (aka "vaping") or related devices. Tobacco product use is prohibited in all District-owned or leased buildings, properties or vehicles. Tobacco product use is also prohibited by District employees while on duty and representing the District.

#### **SECTION 16 – FIREARMS POLICY**

Employees are expressly forbidden, for any reason, from carrying firearms of any kind on their person or in their vehicles, whether District-owned or private, while traveling on District business or on the District premises.

#### **SECTION 17 – DISTRICT ELECTRONIC RESOURCES, SOCIAL MEDIA, CELL PHONE & DISTRICT WEB PAGE POLICY AND PROCEDURES.**

##### **A. PURPOSE.**

The purpose of the District Electronic Resources Policy and Procedures is to establish uniform guidelines for computer and cell phone usage including the use of Internet and e-mail applications.

##### **B. POLICY.**

1. District computers, fax machines, and internet licenses are provided for District business and are not to be used for personal gain, private purposes (see subsection 6), or to support or advocate non-District –related business or purposes. All data and electronic messages, including information accessed via the Internet and sent or received through electronic mail (e-mail) systems, are the property of the District. All records whether paper or electronic, may be subject to the disclosure requirements of The California Public Records Act and are not considered private. Notwithstanding the foregoing, e-mail should only be used for the transmission of information and should not be used for preserving information for future reference. Information to be retained may be stored electronically on the system/network and/or may be converted to a hard copy and archived in a District physical file cabinet.
2. There is no expectation of personal privacy in any use of District computer systems and software, including e-mail and Internet usage. The District may, at any time, review the contents of all records, data and communication transmitted, received and stored by its electronic systems. Any indication of a violation of this policy is subject to management review. This review may include accessing and disclosing all electronic documents, information and messages including e-mail and Internet records.
3. The District purchases, owns and administers the necessary software and licenses and cell phones to provide access to e-mail and Internet services and real time communications in the office, in the field and for emergency

communications. Users may not rent, copy or loan District software or its documentation, nor provide alternative software to access the system. Users may be subject to discipline for any damages caused by negligence, and unauthorized software or viruses they introduce in the system.

4. The District is not responsible for items originating from the Internet and reserves the right to restrict employee access to the Internet or to certain Internet content.
5. District laptop and tablet use requires completion of release and return forms. If an employee is unable to return the laptop and/or tablet, employee may be required to reimburse the District as determined by the General Manager.
6. Examples of Prohibited Uses
  - a. Using the Internet to view, obtain or disseminate any sexually oriented material, images or messages.
  - b. Using the Internet and/or e-mail systems to send or distribute disruptive, offensive, abusive, threatening, slanderous, racial or sexually harassing materials.
  - c. Using District computer systems for private purposes, personal gain, solicitation of commercial ventures, religious or political causes, chain letters, or other non-job-related purposes (except as described in subsection 6 below).
  - d. Downloading or installing software which has not been approved by the District and scanned for viruses.
  - e. Sending unencrypted confidential documents via the Internet.
  - f. Any other use that may compromise the integrity of the District and its business in any way.
  - g. E-mail should not be used for sensitive attorney-client communications.
7. To promote employee computer and Internet proficiency and as an employee benefit, certain employee personal use is allowed. This use is only permitted during employee personal time. Examples include educational enhancement and personal communications, which conform to the above prohibited uses. Personal use is secondary, and should not
  - (i) interfere with the agency's operation of Electronic Communications Resources,
  - (ii) interfere with the user's employment or other obligations to the District, or
  - (iii) burden the District with noticeable incremental costs.

8. The acquisition of personal computer hardware and software shall follow the normal budgetary and purchasing procedures, ensuring budget authorization is in place. Requests for acquiring hardware and software shall be recommended to the IT administrator for evaluation and recommendation.
9. For Equipment operation and maintenance, the District IT Administrator shall:
  - a. evaluate District functional needs and recommend options;
  - b. evaluate reliable software and hardware requiring minimum technical support that is user-friendly, easy to use and enhances District productivity;
  - c. maintain an on-site inventory of all workstation hardware and software;
  - d. recommend on-site training on software and make recommendations as appropriate;
  - e. monitor the District automation system including all personal computer workstations, laptops, tablets and the client server network for the purpose of retrieving data files, sharing licensed applications and ensuring nightly data backup;
  - f. coordinate the upgrade and maintenance of all workstation computers, laptops, tablets at least semi-annually; and,
  - g. backup District databases daily, weekly, monthly, quarterly and annually for archival and retrieval purposes.
10. Security: The General Manager must approve remote access from home systems and businesses to District systems for valid business needs. All computer systems users are responsible for data residing on their systems.
11. All data saved on District work station PCs, laptops and tablets will be District related.

C. PROCEDURES.

1. Passwords
  - a. Users dealing in confidential matters will define their own confidential password. Users should be aware that this does not imply that the system may be used for personal communication or that e-mail is the property of the user.
  - b. To ensure the security of the e-mail system, the system may prompt the user to routinely change their password. Should the user forget his/her

password, the system will lock out the user after the third attempt to input a different password in error.

2. Internet and E-mail Access
  - a. Access to the Internet and e-mail is restricted to those employees who have been provided the necessary software and hardware and who have been authorized by the District to access e-mail and the Internet. The District may deny or restrict Internet and/or e-mail access to any employee at any time.
  - b. When using e-mail and the Internet, employees are cautioned to remember they represent the District. Employees may not speak for the District unless they are authorized to do so.
  - c. E-mail and Internet messages can be forwarded without the express permission of the original author. Users must use caution in the transmission and dissemination of messages outside the District and must comply with all State and Federal laws, rules and regulations and District policy.
3. Electronic Document, Software and Mail Storage
  - a. Electronic mail is backed-up on a regular basis. It is synchronized with the server on every start-up and shut-down. The District back-up procedures allow the District to restore current software, documents and electronic mail in the event of a system failure.
  - b. Electronic mail is not intended to be a permanent storage medium. Electronic in-boxes and out-boxes should be archived or purged on a regular basis. The District may, in its discretion, purge long-term mail on an automatic basis.
  - c. To save critical electronic mail as a permanent record, employees should save the file in the District's electronic filing system Questys).
4. Information Block: E-mail sent outside the District should include an information block at the end of all transmitted messages. The block should include the sender's name, title, company name, direct telephone number, FAX number and e-mail address.

**Section 17.1.: SOCIAL MEDIA USE.**

- A. PURPOSE. The policy outlines the protocol and procedures for use of social media. In addition, this policy addresses the responsibilities of individual employees and District officials with regard to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws.

B. DEFINITIONS.

1. Social Media: Various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, e-mail, instant messaging and music-sharing. Examples of social media applications include but are not limited to, Google, and Yahoo Groups, (reference, social networking), Wikipedia (reference), Facebook (social networking), YouTube (social networking and video sharing), Flickr, (photo sharing), Twitter (social networking and microblogging), LinkedIn (business networking), and news media comment sharing/blogging.
2. Social Networking: the practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for official District business and for employees, elected and appointed officials who are using this medium in the conduct of official District business.

C. POLICY.

1. The District's web site, [www.hvlcsd.org](http://www.hvlcsd.org), will remain the official location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users back to the District web site for more information, forms, documents or online services necessary to conduct business with the District.
2. District employees and appointed and elected officials shall not disclose information about confidential District business on personal social media sites. In addition, all use of social media sites by elected and appointed officials shall be in compliance with California's open meeting laws. Employees and elected or appointed officials' posts are a reflection of their own views and not necessarily those of the District.
3. Posting/ Commenting Guidelines
  - a. The District reserves the right to remove content that is deemed in violation of this policy or any applicable law. Any participants on the District's official social media sites who are in continual violation of the postings/commenting guidelines may be removed from the District's site. The District will only post photos for which it has copyright or owner's permission to use.
  - b. Direct messages sent to social media accounts will be treated as general correspondence and kept in accordance with retention schedules provided by the District's Records Retention Program.
  - c. Chat functions in any social media sites will not be used.

- d. Links to all social media networks to which the District belongs will be listed on the District's official website. Interested parties wishing to interact with these sites will be directed to visit the District's web site for more information on how to participate.
- e. The District reserves the right to temporarily or permanently suspend access to official District social media at any time.

D. PROCEDURES.

- 1. The General Manager or his/her designee will be responsible for responding to comments and messages as appropriate whenever possible. The District will direct users back to the District's official web site for more information, forms, documents or online services necessary to conduct business with the Hidden Valley Lake CSD.

E. RESPONSIBILITIES.

- 1. It is the responsibility of employees, and appointed and elected officials to understand the procedures as outlined in this policy.
- 2. Employees who are not designated by the General Manager to access social media sites for official business are prohibited from accessing social media sites utilizing the District computer equipment and/ or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non- working hours such as lunch periods and breaks.
- 3. The General Manager will determine if a request is appropriate and adheres to the guidelines of this policy.
- 4. All social media-based services to be developed, designed, managed by or purchased from any third-party source for use requires appropriate budget authority and approval from the Board of Directors.

**SECTION 17.2 – CELL PHONE ALLOWANCE POLICY**

**PURPOSE**

The purpose of this policy/procedure is to establish guidelines for District (District) issued cell phone. The District may provide cell phones, (telephone, email, etc.) which are the property of the District.

**OVERVIEW**

The use of cell phones may be essential for employees to conduct business while away from the office, i.e., field and customer service operations, emergency operations, after-hours communications, and for

their safety. District issued cell phones may be provided to employees whose job duties require them to be out of the office for large portions of the workday or work during non-business hours.

The General Manager shall determine which employment classifications will need a cell phone. No employee at the District has an implied right to a cell phone; the General Manager can, at his or her discretion, determine that a cell phone is no longer required to meet job functions of specified classifications, and therefore, the cell phone use will cease.

#### **COMPLIANCE PROCEDURE**

- A. Employees receiving a cell phone are responsible for the following:
  - Maintaining their equipment.
  - May not make any changes to the cell phone account.
  - Being in possession of their cell phones during working hours and during nonworking hours if required by their supervisor for District purposes (pursuant to the District's Standby Policy).
- B. District employees may choose to have a telephone-only cell phone or a telephone with text, internet, photo and other features.
- C. Use of Cell Phones  
Cell phone use is limited to District purposes. District cell phone use requires completion of release and return forms. If employee is unable to return the cell phone, employee may be required to reimburse the District as will be determined by the General Manager.

Cell phone use must be in conformance with other District rules.

Effective July 1, 2008 and in accordance with Vehicle Code (VC) §23123 all drivers are prohibited from using a handheld wireless telephone while operating a motor vehicle. Motorists 18 and over may use a hands-free device. Employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting phone calls, unless the cell phone or vehicle is equipped with a hands-free device.

- a. Employees who receive allowances will be responsible for obtaining their own hands-free equipment.
  - b. Employees who receive a traffic violation resulting from the use of an employee owned or District issued cell phone, while driving a personal or District vehicle, shall be solely responsible for all liabilities that result from such action and may be subject to discipline.
- D. Cell phone records may become public records. The District reserves the right to request to review the District-related contents of all records, data and communications transmitted received and stored by the cell phone and/or the communications carrier.

#### **USE OF CELL PHONE BY NON-EXEMPT CLASSIFICATIONS DURING OFF DUTY HOURS**

- A. Employees whose positions are within a non-exempt classification may not use their cell phone for work purposes (i.e. phone calls, checking and responding to email, etc.) unless expressly directed to do so by their supervisor when off duty.

**SECTION 17.3: DISTRICT WEB PAGE.**

A. POLICY.

It is District policy to control the content and accuracy of the information provided on the public Web page. All information will be directed to General Manager. All information posted on the District website must be consistent with the District's mission and public interest.

B. PROCEDURE.

Any District Director, official or employee may request postings to the District Web page through the General Manager or his designated representative. Postings must be non-political in nature. The General Manager who shall approve, modify, or deny the request. Postings shall be submitted in Word format as an e-mail attachment unless only a hard copy is available. In either case it is the submitter's responsibility to check the item for accuracy both prior to submission and after posting to the Web page to insure no inadvertent errors appear on the final document. The submitter is to inspect the posted submission within 24 hours of posting.

**SECTION 18 – VEHICLE AND FLEET SAFETY POLICY**

**Section 18.1: VEHICLE USE POLICY.**

A. POLICY.

This policy covers the use of privately-owned vehicles (POV) for conducting official District business and shall be applicable to all elected officials and employees of the District. This policy establishes a written policy relative to the reimbursement procedures for privately-owned vehicles used for District business and clarifies the District's responsibility for damage and/or liability for private vehicles used on official District business.

B. PROCEDURE.

When necessary during the course of an elected official's or employee's official duties, the District shall provide reimbursement.

1. Elected officials or employees using their POV on official business must possess a valid California driver's license for the class of vehicle they will be operating.
2. District employees cannot be compelled to use their own vehicles for District business unless it is a pre-specified condition/requirement of employment.



- a. Employees shall not be reimbursed for commuting to and from work, except that employees who are required to attend scheduled meetings outside of normal working hours may be reimbursed for mileage incurred.
3. The District shall reimburse District elected officials or employees the IRS mileage reimbursement rate the IRS announces each year the standard mileage rate is based on annual studies by the IRS of the fixed and variable costs of operating an automobile (maintenance, insurance repairs, gas and oil, etc.).
4. Insurance: The individual employee shall insure his/her privately owned vehicles to be used on official District business. The employee's insurance coverage is deemed to be primary. It shall be the Administrative Assistant's responsibility to ensure that no privately-owned vehicle is operated on District business without insurance coverage and a valid operator's license required by regulation. Additional coverage's and limits of employee and District shall be as specified in the District's insurance coverage SDRMA currently provides.
5. District employees are encouraged to carpool whenever feasible.
6. Clarification on District liability: The District shall be responsible to each employee only when the employee is determined not to be negligent and the other party is uninsured. Under such circumstances, the District shall be responsible to the elected official or employee for the amount of the deductible for comprehensive and/or collision damages suffered by the employee.

**Section 18.2: FLEET SAFETY POLICY.**

A. PURPOSE.

The purpose of this fleet safety policy is to prevent vehicle accidents and to promote safe driving practices while maintaining District vehicles and heavy equipment in proper operating condition.

B. SCOPE.

This policy applies to all District full-time and part-time employees. In addition to the provisions of this policy, all employees are required to comply with applicable Federal Department of Transportation (DOT) and California Department of Motor Vehicles (DMV) and local traffic laws, and the established District driving safety work rules, best practices and procedures.

C. POLICY.

This fleet safety policy serves as the uniform best practice standard governing the privilege of operating District vehicles and/or heavy equipment within the scope of employment. Failure to comply with this policy shall lead to disciplinary action up to and including termination.

D. RESPONSIBILITIES.

1. Lead Operators: The Lead Operators will have the responsibility to implement the adopted fleet safety policy and overall fleet safety program by:
  - a. Directing-employees to endorse and comply with the adopted policy and program components.
  - b. Providing appropriate safety and financial resources.
  - c. Providing support and interest in the fleet safety program.
2. Lead Operators will have the responsibility to:
  - a. Provide training to employees so that they are fully qualified to drive and maintain fleet vehicles and heavy equipment.
  - b. Ensure the safe operation of fleet vehicles in compliance with the overall fleet safety program requirements.
  - c. Coordinate the delivery and pick up of District owned fleet vehicles and heavy equipment to the repair shop for routine preventive maintenance.
  - d. Coordinate the delivery and pick up of District owned fleet vehicles and heavy equipment to the repair shop after unsafe conditions and/or mechanical defects have been reported by District employees.
  - e. Enforce the established fleet safety policy's driving work rules, procedures, policies and best practices.
  - f. Thoroughly investigate all vehicle accidents and make recommendations to avoid future accidents.
  - g. Demonstrate support and interest in the fleet safety program.
3. Employees: District employees will have the responsibility to:
  - a. Adhere to the directives of this fleet safety policy and overall fleet safety program.
  - b. Participate in in-service training and apply their education and training to the safe operation of assigned vehicles and heavy equipment.

- c. Immediately report any change to the status of their driver's license to their immediate supervisor.
- d. Conduct required pre-trip inspections and preventive maintenance on assigned vehicles and heavy equipment.
- e. Thoroughly complete and submit to Lead Operator's pre-trip and post-trip inspection form for off-site classes, workshops or conferences.
- f. Report unsafe conditions and/or mechanical defects to the Lead Operator.
- g. Report all accidents immediately to the Lead Operator and thoroughly complete the District's accident report.
- h. If the accident involves a private vehicle, contact the local law enforcement whether injuries occurred or not.
  - ii. Immediately take pictures of all damaged property that occurred in the accident.
  - iii. Follow instructions in the "Accident Report", which is supplied by the District, and exchange information with individuals involved in the accidents along with witnesses.
- i. Maintain a valid California driver's license, which includes passing the required physical exam and a satisfactory driving record both on and off the job.
- j. Employees are required to obey all Federal DOT, California DMV, and local traffic regulations.
- k. Seat belts and shoulder harnesses MUST BE WORN while operating or riding in District owned commercial and fleet vehicles. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the immediate supervisor. The vehicle or equipment shall not be operated until the repairs have been made.
- l. Employees who are assigned a vehicle and/or piece of heavy equipment are responsible for the daily inspection of the vehicle and/or heavy equipment and completion of the required forms. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of heavy equipment, it is his/her responsibility to request information and instructions on the proper procedures from his/her immediate supervisor.

E. USE OF DISTRICT VEHICLES.

The operation of District-owned or leased vehicles and/or heavy equipment is a privilege/requirement, which may be withdrawn at any time at the sole discretion of the General Manager. An employee must comply with the following fleet safety driving rules and best practices in order to continue this granted privilege/meet the requirement to operate vehicles and heavy equipment:

1. Maintain an approved and valid California driver's license with the applicable classifications and endorsements, if required, at all times. Any loss or restriction of driving privileges during the employee's incumbency must be immediately reported to their immediate supervisor.
2. Employees who operate fleet automobiles, light trucks and medium trucks SHALL conduct a visual pre-trip inspection of the tires, brakes, headlights, taillights, directional lights, 4-way flashers, wipers, heater and defroster on the vehicle at each fueling.
3. Employees who operate commercial vehicles SHALL conduct and document the required "Pre-trip/Post-trip Inspection" prior to and at the conclusion of operating on public roadways as required by federal and state regulations.
4. Unless used during traffic control conditions, engines SHALL BE stopped and ignition keys removed when parking or leaving District vehicles and/or heavy equipment, unless parked within an enclosed garage.
5. Individuals not employed by the District are NOT PERMITTED as passengers in fleet vehicles unless authorized by the Lead Operators or General Manager. If the Lead Operators or General Manager are not sure of an acceptable deviation of the policy, they should consult with District Counsel to determine acceptable risk levels.
6. While fueling fleet vehicles and/or heavy equipment:
  - a. Smoking is PROHIBITED while fueling.
  - b. Engines SHALL BE turned OFF during the fueling operation. Leaving the vehicle unattended while fueling is PROHIBITED.
  - c. Using an object to "lock the nozzle" on a fuel pump nozzle while fueling is PROHIBITED.
  - d. Fuel leaks and/or spills (diesel fuel, and hydraulic oil) shall be immediately absorbed and cleaned up by using materials from the District provided "spill kit". Spills over one gallon SHALL BE reported immediately to the immediate supervisor.
7. Report any fleet vehicle and heavy equipment mechanical problems immediately. NEVER drive a fleet vehicle and/or operate heavy equipment that does not appear safe.

8. Heavy equipment SHALL BE properly maintained and inspected prior to each use.
9. Employees SHALL BE properly trained and certified on specialty and heavy equipment prior to its use.
10. Employees ARE NOT ALLOWED to tamper, over-ride or disconnect any manufacturer installed safety features and devices.
11. Vehicle interiors are to be kept clean and free of rubbish.
12. Smoking in vehicles is NOT PERMITTED.

F. DRIVER ORIENTATION AND TRAINING.

Orientation and training must supplement the employee's trial period to assure that all employees have the knowledge and skills necessary to perform the job in the manner expected, as well as to review the District's policies and practices with each employee. The orientation and the type and amount of training that is needed will vary directly with the complexity of the job assignments, and the knowledge and experience level of the employee.

The Lead Operators are responsible for orienting and training both new and current employees regarding the proper use, maintenance and operation of District vehicles and heavy equipment. The following components shall be thoroughly covered during the employee's orientation/trial period.

1. Vehicle Safety Rules, Policies, Procedures and Practices

Employee will be instructed before using the vehicles and/or heavy equipment for the first time on the following:

- Approved uses of District vehicles
- Vehicle accident procedures
- Maintenance repair reporting process, procedures and mandatory forms
- Vehicle and/or heavy equipment field breakdown procedures
- Proper storage and parking procedures
- Fueling practices and mandatory forms
- Drug Free Workplace Policy
- Fleet safety driving rules and best practices

2. Vehicle Operation (Off Road)

Employees will be instructed on the proper use of vehicles and/or heavy equipment off road and the following:

- Proper use of the vehicle and/or heavy equipment's controls, features and attachments
- Procedures for operating vehicles or heavy equipment on the roadway

- Required inspection techniques
- Proper use of safety features and equipment
- Cargo loading, unloading, and tie-down practices
- Backing procedures and use of spotters

In addition, the District will provide ongoing in-service training programs which address the knowledge and skills necessary for all employees to perform in a satisfactory and safe manner.

G. VEHICLE AND HEAVY EQUIPMENT MAINTENANCE AND CARE.

It is the responsibility of the Lead Operator to ensure that all District owned or leased vehicles and heavy equipment assigned to their respective employees are in proper working condition at all times. The Lead Operators shall ensure that an orientation and training program is developed for vehicles and heavy equipment.

The Lead Operators are accountable for the District assigned vehicles and heavy equipment. This accountability includes instruction of employees in the proper operation and preventative maintenance procedures and ensuring that routine vehicle inspections are performed on a pre-use basis and that inspection forms are completed and submitted in accordance with the established procedure.

H. VEHICLE EMERGENCY BREAKDOWN PROCEDURE.

Employees are responsible for following the breakdown procedures whenever a vehicle becomes disabled in a public roadway:

1. Get completely off the traveled roadway. Avoid curves, hills or places where the view may be obstructed.
2. Shut down the vehicle.
3. Set the parking brake to prevent movement.
4. Turn on the 4-way flashers. If reflective triangles are available, set them near the vehicle and at approximately 100' to warn approaching traffic.
5. Call for assistance (911, Lead Operators, etc.)
6. Stay in and with the vehicle.

I. EMERGENCY EQUIPMENT AND SUPPLIES.

Employees are required to maintain and ensure that all commercial vehicles are carrying the following emergency equipment:

1. Reflective triangles;
2. Basic first aid kit;
3. Small multi-purpose dry fire extinguisher; and the
4. Proof of Insurance and vehicle registration cards.

**SECTION 19 – INJURY, ILLNESS, HEAT (ILLNESS PREVENTION AND EMPLOYEE ASSISTANCE PROGRAMS)**

**Section 19.1: INJURY & ILLNESS PREVENTION PROGRAM (IIPP).**

It is the policy of the District to provide equal employment opportunity to all persons.

A. POLICY.

It shall be the policy of the District that every employee is entitled to a safe and healthful place in which to work. Every reasonable effort will be made in the interest of accident prevention, fire protection and health preservation.

B. RESPONSIBILITIES.

1. General Manager – The General Manager is responsible for ensuring the IIPP is implemented. Duties include, but are not limited to:
  - a. Ensuring all managers actively support the IIPP.
  - b. Providing the funding necessary to maintain an effective and compliant safety program.
2. Managers & Supervisors – Managers & Supervisors have the responsibility of providing a safe place to work including facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe and enforce compliance with established safety standards.
3. IIPP Administrator – The IIPP Administrator is the Administrative Assistant, who has the responsibility for the implementation, maintenance and update of the Program.
4. Employees – Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job safely, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job or operation unless they are able to perform it safely.

C. COMPLIANCE.

1. Management Responsibility – Management is responsible for ensuring organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.
2. Employee Responsibility – All employees are responsible for using safe work practices, following directives, policies and procedures, and for assisting in maintaining a safe work environment.
3. Performance Evaluations
  - a. Measures undertaken to ensure a safe workplace will be an important part of the regular performance evaluation of managers and supervisors. They will also be evaluated on their positive or negative loss results.
  - b. Compliance with safe work practices will also be an important part of employee regular performance reviews.
4. Recognition – Managers, supervisors and employees who make a significant contribution to the maintenance of a safe workplace, as determined by their superiors, receive written acknowledgment maintained in their personnel files.
5. Employee Training – Employees are trained and retrained on the correct safety and health procedures.
6. Employee Correction – Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination in accordance with the organization's personnel-related policies and procedures.

Managers and supervisors correct safety violations in a manner considered appropriate by organizational management.

#### D. COMMUNICATION.

1. Two-Way Communication – Management recognizes open, two-way communication between management and staff on health and safety issues is essential to an injury-free and productive workplace.



2. The Organization's System of Communication – The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a readily understandable form.
  - a. A safety orientation program is given to all new employees and includes a review of the Injury & Illness Prevention Program and a discussion of policy and procedures the employee is expected to follow.
  - b. The organization has safety meetings where safety is freely and openly discussed by all present. Field tailgate safety meetings are held monthly. Office safety meetings are held quarterly. All employees are expected to attend their respective meetings and are encouraged to participate in discussion.
  - c. From time to time, safety notifications may be sent via e-mail to office employees. Copies of such e-mails would be distributed to employees who do not have computers.
  - d. Other methods of communicating pertinent health and safety information are used as they are identified.

3. Safety Suggestions and Hazard Reporting

- a. All employees are encouraged to inform their supervisors or other management personnel of any matter which they perceive to be a workplace hazard or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally or preferably in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel.

- b. If an employee wishes to report anonymously, a hazard, safety suggestion or other safety problem he or she can complete an Employee Report Form, and not indicate his/her name.
- c. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- d. Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regard to the notification, they shall be informed of what is being done within five working days of receipt.

E. HAZARD IDENTIFICATION AND EVALUATION.

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

1. Safety Inspections – Internal safety inspections are conducted on a monthly basis for all shop and maintenance facilities by the Lead Operators. Safety inspections are conducted for all office areas at least annually. Hazards found are corrected on the spot or recommendations are submitted for future corrections.
2. Additional Inspections – Inspections are also conducted in accordance with Cal-OSHA requirements:
  - a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard;
  - b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee;
  - c. Whenever it is appropriate to conduct an unannounced inspection.

F. CORRECTION OF HAZARDS.

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel who are provided with the necessary safeguards correct the hazard.

G. TRAINING.

1. Orientation - New Employees - Initial orientation on general safety will be delivered within the first two days of employment. All employees are provided with a copy of the IIPP.
2. Initial On-The-Job Training – When an employee first starts to work, a manager/supervisor trains the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the required safety procedures to mitigate those hazards.

The manager/supervisor conducts this training and documents it by using the New Employee Training Checklist. The manager/supervisor and the employee sign the Checklist when the training is completed. The Checklist then becomes a permanent part of the employee's personnel file.

All new hires are given a copy of the organization's Injury & Illness Prevention Program and those rules and regulations (Code of Safe Practices) applying their work environment. The New Employee Training Checklist is filled out during the employee's initial on-the-job training.

3. Specific Organization-Wide Training
  - a. Emergency Action Plan – This training includes what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency and bomb threat.
  - b. First Aid, CPR and Bloodborne Pathogen Training  
Designated employees receive first aid, CPR and blood borne pathogen training in accordance with the American Red Cross and/or American Heart Association requirements.
  - c. Defensive Driver Training – All employees who may drive on organization business receive defensive driver training not less than every three years. Driving on organization business includes driving organization vehicles as well as personal vehicles.
  - d. Ergonomics – All employees receive ergonomic training for their specific jobs. At minimum, each employee receives training on proper lifting techniques and, if necessary, computer workstation design.
4. Retraining – Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers and supervisors perform retraining:
  - a. When an existing employee changes job functions.
  - b. On at least an annual basis as a refresher program.

Such training includes general workplace safety, job-specific hazards and/or hazardous materials, as applicable.

5. Specialized Training
  - a. Supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
  - b. Supervisors are trained in the hazards and risks faced by the employees under their immediate direction.
  - c. Managers, supervisors and the IIPP Administrator:
    - i. Determine safety-training needs.
    - ii. Implement new training programs.
    - iii. Evaluate the effectiveness of these programs.

- d. In addition, training is provided whenever:
  - i. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
  - ii. Management, supervision or the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

H. RECORD KEEPING.

The IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP:

- 1. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained for a minimum of one year plus the current year, unless otherwise stated.

For example, at the end of each year, the prior year's documents are removed from the files. During the next year, current year documents are maintained along with the just-past year's documents.

- 2. Specific records are maintained for each of the topics within the IIPP to include, but not be limited to:
  - a. Employee recognition and correction
  - b. Safety meetings and other safety communication
  - c. Safety suggestions and hazard reporting
  - d. Hazard identification and correction
  - e. Occupational injury & illness investigations
  - f. Training

**Section 19.3: REPORTING ON-THE-JOB INJURIES.**

- A. Employees shall report personal injuries sustained or injuries suffered by other incapacitated employees immediately to their supervisor. The supervisor shall ensure necessary medical treatment is provided by either referring the employee to the District's Company Nurse Program or calling the District's Company Nurse on the

employee's behalf. The Company Nurse will provide the employee with the necessary treatment options available to him/her and provide instructions for any follow-up care. The Supervisor will also conduct an investigation of the injury and document such. Documentation shall be reported on a "Supervisor's Accident Investigation Report" and the injured employee shall complete an "Employee's Claim for Workers Compensation Benefits", form DWC-1. The supervisor shall submit the documents to the HR administrator within one working day of receipt of the completed DWC-1 form from the employee, as required by law.

- B. In the event of life periling injuries, or hospitalization of the employee, the Administrative Assistant shall be notified immediately by phone. The Administrative Assistant shall review and evaluate the events leading to an on-the-job injury for remedial action.
- C. Whenever a supervisor is advised by an employee that a medical condition may be work related in the employee's opinion, the supervisor shall immediately advise the employee of the right to file a worker's compensation claim and provide the DWC-1 form to the employee. The HR administrator shall investigate all claims for determination of whether the medical condition is work related, as provided under worker's compensation law.

**Section 19.4: HEAT ILLNESS PREVENTION PROGRAM.**

A. SYMPTOMS OF HEAT ILLNESS.

- 1. Fainting (heat syncope) – a worker who is not accustomed to hot environments and who stands still in the heat may faint.

Preventive/Response Measure

Upon lying down in a cool place, the worker should soon recover. By moving around and drinking plenty of water, the worker can prevent further fainting.

- 2. Heat Cramps – Heat cramps are painful spasms of the muscles that occur among those who sweat profusely in heat, drink large quantities of water, but do not adequately replace the body's salt loss. The drinking of large quantities of water tends to dilute the body's fluids, while the body continues to lose salt. Shortly thereafter, the low salt level in the muscles causes painful cramps. The affected muscles may be part of the arms, legs, or abdomen, but tired muscles (those used in performing the work) are usually the ones most susceptible to cramps.

Preventive/Response Measure

Drink electrolyte solutions such as Gatorade or plenty of water during the day and try eating more fruits such as bananas to help the body hydrate during hot weather.

3. Heat Exhaustion – Heat exhaustion includes several symptoms, which may resemble the early signs of heat stroke. Heat exhaustion is caused by the loss of large amounts of fluid by sweating, sometimes with excessive loss of salt. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more serious cases, the victim may vomit or lose consciousness. The skin is clammy and moist, the complexion is pale or flushed, and the body temperature is normal or only slightly elevated.

#### Preventive/Response Measure

The employee suffering these symptoms should be moved to a cool location such as shaded area or air-conditioned building. Have the worker lie down with his/her feet slightly elevated. Loosen his/her clothing, apply cool, wet clothes or fan him/her. Have him/her drink water or electrolyte drinks. Try to cool him/her down and have him/her checked by medical personnel. Victims of heat exhaustion should avoid strenuous activity for at least a day, and they should continue to drink water to replace lost body fluids.

4. Heat Stroke – Heat stroke is the most serious of health problems associated with working in hot environments. It occurs when the body's temperature regulatory system fails and sweating becomes inadequate. The body's only effective means of removing excess heat is compromised with little warning to the worker that a crisis stage has been reached.

A heat stroke victim's skin is hot, usually dry, red or spotted. Body temperature is usually 105°F or higher, and the worker is mentally confused, delirious, perhaps in convulsions or unconscious. Unless the worker receives quick and appropriate treatment, death can occur.

#### Preventive/Response Measure

Any worker with signs or symptoms of heat stroke requires immediate hospitalization. However, first aid should be immediately administered. This includes removing the worker to a cool area, thoroughly soaking the clothing with water, and vigorously fanning the body to increase cooling. Further treatment at a medical facility should be directed to the continuation of the cooling process and the monitoring of complications, which often accompany the heat stroke. Early recognition and treatment of heat stroke are the only means of preventing permanent brain damage or death.

#### B. RECOGNIZING HEAT ILLNESS RISK FACTORS.

As noted earlier, environmental risk factors for heat illness include air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. Personal risk factors for heat illness include age, degree of acclimatization, general health, water consumption, and use of medications, caffeine, or alcohol, which can affect the body's water retention or other physical response to heat. The following are the responsibilities for every District employee to recognize heat illness risk factors.

1. General Manager or his/her Designated Representative – Issuing Heat Stroke Alert as indicated in the Heat Illness Index Chart, which is attached to this Employee Handbook hereto as Attachment “C”.
2. Lead Operators – Ensuring employees who are working in hot environments take necessary precautions as outlined in the Heat Conditions Table, which is attached to this Employee Handbook hereto as Attachment “D”, as well as determining what activities can be performed during a danger period.
3. Lead Operator must evaluate work conditions before sending employees to perform outdoor work in hot conditions. Typically, temperature above 90°F, especially with heavy physical work activities, would represent conditions where there is a risk of heat illness. Other factors, such as high humidity or work activities that restrict the body’s ability to cool itself, such as protective clothing, could result in a risk of heat illness at lower temperatures. Lead Operators must also:
  - a. Establish a schedule for work and rest periods during hot days.
  - b. Review with his/her staff how to recognize signs and symptoms of heat illness and be prepared to give first aid if necessary.
  - c. Annual training of his/her staff who work in high heat areas.
  - d. Use the Heat Illness Index Chart to assess the environmental risk of heat illness, based on temperature and relative humidity. Provision of water and shade should be implemented whenever the Heat Index exceeds 90°F.
  - e. Realize individual employees vary in their tolerance to heat stress conditions.
4. Employees – Employees must attend training on the environmental risk of heat illness and follow the instructions given. They are also responsible for monitoring themselves for signs and symptoms of heat illness outlined in the Heat Conditions Table. Employees must also:
  - a. Pace the work, taking adequate rest periods in shade or cooler environment.
  - b. Keep shaded from direct heat where possible by wearing a hat and applying sunscreen.
  - c. Drink plenty of water. In hot environments the body requires more water than it takes to satisfy thirst. Drink before you are thirsty. Electrolyte drinks are encouraged but not necessary, plain water works well.

C. ACCLIMATIZATION.

Employees need time for their bodies to adjust to working in the heat. This “acclimatization” is particularly important for employees returning to work after a prolonged absence, recent illness, moving from a cool to a hot climate, or working during the beginning stages of a heat wave. For heavy work under extremely hot conditions, a period of four to ten days of progressively increasing work time, starting with about two hours work per day is required under this program. For less severe conditions at least the first two to three days of work in the heat must be limited to two to four hours. Lead Operators will monitor his/her staff closely for signs and symptoms of heat illness, particularly when they have not been working in the heat for the last few days or when a heat wave occurs.

D. WATER.

Clean, fresh, and cool potable water shall be readily available to employees. Whenever environmental risk factors for heat illness exist, drinking water will be provided in sufficient quantities to provide one quart per employee per hour for the entire shift (at least two gallons per employee for an eight-hour shift). The Lead Operator is responsible to ensure that his/her staff has an adequate supply of drinking water. Employees are encouraged to drink water frequently.

E. SHADE.

A shaded area will be provided that employees may use when they are suffering from heat illness or believe they need a recovery period to prevent heat illness. The shaded area shall be open to the air or ventilated and cooled and access shall be permitted at all times. Canopies, umbrellas or other temporary structures may be used to provide shade, provided they block direct sunlight. Lead Operators are responsible to ensure that his/her staff has access to a shaded area.

F. RESPONDING TO HEAT ILLNESS.

The following procedures must be followed if the supervisor recognizes signs or symptoms of heat illness in his/her staff or an employee recognizes symptoms in himself/herself:

1. Move to a shaded area or air-conditioned building for a recovery period of at least five minutes.
2. Drink plenty of water.
3. If the condition appears to be severe or the employee does not recover, then emergency medical care is needed. Emergency medical care shall be provided by the following method:
4. Thoroughly soaking the clothing with water, and vigorously fanning the body to increase cooling.
5. Call 911. Be ready to provide emergency response personnel with directions to work location



6. If necessary, transport employee to one of the following facilities to receive immediate medical care:

- a. St. Helena/Clearlake Hospital – Dam Road, Clearlake, CA

Regardless of the employee's protest, no employee with any of the symptoms of possible serious heat illness noted in this program should be sent home or left unattended without medical assessment and authorization.

G. TRAINING.

All employees who may work outdoors in conditions where there are environmental risk factors for heat illness shall be provided training on the proper measures to protect themselves and their colleagues. The training will include the following information:

1. Why it is important to prevent heat illness;
2. Procedures for acclimatization;
3. The need to drink water frequently;
4. The need to take breaks out of the heat;
5. How to recognize symptoms of heat illness;
6. How to contact emergency services and how to effectively report the work location to 911; and
7. The importance of choosing water instead of soda or other caffeinated beverages and avoiding alcoholic beverages altogether during high heat.

**SECTION 20 – TRAVEL & PER DIEM**

**Section 20.1: TRAVEL REIMBURSEMENT.**

A. SCOPE.

It is the intent of the District to reimburse District personnel for all reasonable expenses incurred when they are required to travel on District business. District Business Expenses shall include expenses incurred in connection with required travel for the purpose of District representation at a meeting or conference or attendance at training sessions, seminars, symposia, hearings or other meetings.

**B. TRAVEL AUTHORIZATION.**

When it is necessary for District staff to attend meetings or training away from the District or to travel outside the District to conduct District business, various modes of transportation, lodging accommodations and meal alternatives are available. The associated costs vary considerably. In an effort to control costs and to compensate personnel for reasonable expenses, the following policy shall be followed for all District travel:

1. District staff may not attend out-of-state conferences unless approved by the Board of Directors.
2. District staff may attend in-state conferences. The General Manager must approve all travel, provided sufficient monies have been previously budgeted.
3. The General Manager may authorize the attendance of additional District personnel if deemed appropriate and travel funds are available.
4. Arrangements must be made sufficiently in advance to take advantage of available discounts for registration, airfare and lodging.

**C. TRANSPORTATION.**

1. For travel outside the Northern California area, employees are expected to travel by air. If traveling by private vehicle, departure and arrival times shall be based on air travel time. Departure shall not be earlier than that which would allow the District personnel to arrive within a reasonable amount of time to attend the first scheduled event of the conference, seminar, etc.; in turn, the same reasonable time period shall apply to departure from the event when returning and shall allow District personnel to return at the earliest reasonable time possible. Reasonable amount of time shall be determined in one-half day increments, subject to General Manager, i.e.:
  - If the conference begins at 9:00 a.m., Tuesday outside Lake County, the employee may leave Hidden Valley Lake Monday evening after the work day.
  - If the conference begins at Noon Tuesday outside of Lake County, the District personnel may depart from Hidden Valley Lake (or home) early Tuesday morning.

- If the first scheduled event begins at 5:00 p.m. on Tuesday outside of Lake County, District personnel may depart from Hidden Valley Lake late Tuesday morning or early Tuesday afternoon.

2. Departures and subsequent arrival practices will be contingent upon flight schedules and fare discounts.
3. If District personnel wish to deviate from the reasonable arrival or departure time period for personal reasons or if alternative transportation is involved, any excess time (that which is above the time required to fly) shall be charged as vacation leave time and will require General Manager approval in advance. This practice shall apply to District personnel driving personal vehicles. Permission to drive shall not be construed to mean "on District time". Any additional expenses, including meal and lodging costs, resulting from excess travel time will be at the individual's own expense.
4. Use of a private car (if authorized in advance) will be reimbursed at approved rates in effect at the time of travel. A copy of the employee's proof of automobile insurance must remain on file with the HR administrator. In cases where more than one person is attending the same event, they will be strongly encouraged to travel together and mileage reimbursement would be for one vehicle only. In instances where this is not possible, advance approval by the HR administrator will be necessary. Mileage reimbursement will be based on actual miles driven, from the District office. The maximum paid for transportation to areas outside Northern California shall not exceed the equivalent cost of "coach fare" airline transportation plus the cost of other necessary ground transportation at the destination.
5. Payment for travel reservations should be made far enough in advance (generally 14 to 21 days) to take advantage of discounts. Travel arrangements shall be made by the HR administrator.

#### D. CAR RENTALS.

When traveling, the use of rental cars is discouraged. Airport shuttle service, buses, or taxis should be utilized between airports and hotels or meeting locations if within 30 miles. Staff should check availability and cost and make their own car rental arrangements. When renting a car, insurance and other extras should not be requested. Before returning the car, the District personnel are to make sure the car is returned with the same amount of gas as when rented, usually a full tank. The District personnel may then claim reimbursement for the gas with the proper receipt.

E. LODGING.

1. Receipts for lodging must be submitted to obtain reimbursement. Lodging reimbursement may be requested when traveling outside of Lake County or when attendance at events is for two or more consecutive days. Lodging reimbursement for the night prior to the beginning of an event may be allowed only if time and/or travel schedules prohibit travel at reasonable hours on the first day of a conference. Generally, reimbursement would be allowed if the event begins before 9:00 a.m. (and is outside of Lake County) or is out of the state. Note: No lodging decisions should be made based on where an employee's residence is located (i.e. an employee who commutes 50 miles to work each day should be held to the same standard for lodging purposes that would be applied to an individual who commutes five miles to work). No lodging reimbursement will be allowed for the night following the event, except under circumstances beyond the control of the District personnel (i.e. flight canceled). In most occasions, lodging will be booked and paid for in advance to avoid inconvenience to employees attending the conference.
2. Lodging reimbursement will not be approved for travel within Lake County regardless of the length of the event. Note: This applies to all events attended by any District Official or District Staff.
3. Lodging shall be obtained at the most economical rate available for good quality. Lavish or oversized accommodations are not justified. Conference headquarters hotels are encouraged, when not unnecessarily expensive. Reservations made through the convention and/or housing bureaus (usually offered through conference literature) are encouraged. If the convention or housing bureaus are not used, and if more than one place of lodging is available, the prevailing rate for a single occupancy room will be allowed. In the absence of group or special rates, District personnel should request a "government rate" discount.
4. Advance payment may be made by or the District's credit card. For all travel advances paid either directly to the individual or a third-party, a supporting schedule detailing the type of expenditures being advanced must be provided. This will allow determination if the expenditures requested for advance are eligible for reimbursement prior to those costs being incurred. Receipts are to be kept and attached to the employee's travel form and submitted to immediately after the conclusion of the event.

**SECTION 21 – CREDIT CARD USE POLICY**

A. OBJECTIVES.

Credit card use objectives are as follows:

1. To provide for faster delivery service of low dollar items.
2. To reduce paper and postage expense for mailed warrants by consolidating vendor payments.
3. To provide a tool to Staff to review credit card statements for repetitive purchases and consolidate into new price agreements and contracts with volume discount prices.

B. POLICY.

The Full Charge Bookkeeper is the administrator of the credit card use policy and responsible for the following:

1. Determine who needs a Credit Card, to be issued in the cardholder's name.
2. Establish flexible Credit Card limits.
3. Establish Credit Card Cardholder Procedures.
4. Reviewing the cardholder's charges on the Credit Card and assuring that the purchases are appropriate and within budget constraints and proper documentation is included.

C. DEFINITIONS.

1. The Full Charge Bookkeeper is the "administrator" of the Credit Card procedure.
2. "Credit Card Bank" is the bank card contractor who will issue the Credit Card to the District.
3. "Cardholder" is a District employee who is issued a District Credit Card. Determine who needs a Procurement Card, to be issued in the cardholder's name.

D. PROCEDURE.

The Cardholder shall be responsible for the following:

1. Complying with Credit Card Cardholder Procedures.

2. Ensuring the bank card is used appropriately and that all purchases are within the approved dollar limits and budgeted.
3. Ensuring the security of the Credit Card while in his/her possession. If the card is lost or stolen, the Cardholder shall immediately notify the Credit Card bank, the Accountant/Controller and Administrative Services Officer.
4. The bank card is not to be used for the cardholder's personal purchases. Improper and unauthorized use of the Credit Card shall result in disciplinary action, and, where theft is suspected, the Cardholder shall refer the matter to the pertinent law enforcement agency for investigation and possible prosecution. The Full Charge Bookkeeper with the approval of the General Manager has the option to terminate the Cardholder's right to use the Credit Card at any time and for any reason. The Cardholder shall agree to return the Credit Card to the District immediately upon request or upon separation of employment.

## **SECTION 22 – Gifts and Ethics Policy**

### **Ethics Policy (Board Policy)**

It is the policy of HVLCSD to carry out its mission in accordance with the strictest ethical guidelines and to ensure that HVLCSD members and employees conduct themselves in a manner that fosters public confidence in the integrity of HVLCSD, its processes, and its accomplishments.

### **Code of Conduct**

HVLCSD and its employees must, at all times, comply with all applicable laws and regulations. HVLCSD will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates and bribery. HVLCSD does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law.

Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing HVLCSD operations.

### **Conducting Personal Business**

Employees are to conduct only HVLCSD business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

### **Conflicts of Interest**

All employees must avoid situations involving actual or potential conflict of interest. Personal or

romantic involvement with a competitor, supplier, or subordinate employee of HVLCSD, which impairs an employee's ability to exercise good judgment on behalf of HVLCSD, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems. An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, HVLCSD may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

#### **Relationship with Clients and Vendors**

Employees shall avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with HVLCSD, or that provides goods or services, or both to HVLCSD, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of HVLCSD.

#### **Gifts, Entertainment or Favors**

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which HVLCSD has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with HVLCSD might be inclined to, or be perceived to, place them under obligation.

#### **Kickbacks and Secret Commissions**

Regarding HVLCSD's business activities, employees may not receive payment or compensation of any kind, except as authorized under HVLCSD's remuneration policies. In particular, HVLCSD strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

#### **Funds and Other Assets**

Employees who have access to HVLCSD funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the HVLCSD's instructional manuals or other explanatory materials, or both. HVLCSD imposes strict standards to prevent fraud and dishonesty. If an employee becomes aware of any evidence of fraud and dishonesty, they shall immediately advise their supervisor or the General Manager so that HVLCSD can promptly investigate further.

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

#### **Conducting Personal Business**

HVLCSD funds and all other assets of HVLCSD are for business purposes only and not for personal benefit. This includes the personal use of organizational assets, such as computers, copy machines, cell phones or other District equipment.

**Organization Records and Communications**

Accurate and reliable records of many kinds are necessary to meet the District’s legal and financial obligations and to manage the affairs of the District. The District’s books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

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

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

**Confidentiality**

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding HVLCSD, its suppliers, its members, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a “need-to-know” basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and appropriate action will be taken by HVLCSD.

