



Hidden Valley Lake Community Services District

Personnel Committee

Agenda

October 15, 2020 – 2:00 PM

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the www.hvlcsd.org select the October 15, 2020 Personnel Committee Meeting select **Join Microsoft Teams Meeting** Select **Join on the web** instead.

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

DATE: October 15, 2020

TIME: 2:00 PM

PLACE: District Boardroom

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) REVIEW AND DISCUSS: Recommend Approval of Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager
- 6) REVIEW AND DISCUSS: Exempt - Non-Exempt Status for District Positions
- 7) REVIEW AND DISCUSS: Recommend using CSDA (California Special Districts) Policy Manual as a Template for the HVLCSO Employee Handbook
- 8) PUBLIC COMMENT
- 9) COMMITTEE MEMBER COMMENT
- 10) ITEMS FOR NEXT AGENDA
- 11) ADJOURN

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

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at (707) 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



Accounting Supervisor

Hidden Valley Lake Community Services District

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

HOURLY PAY SCALE

Reports to: General Manager					
Status:	Step A	Step B	Step C	Step D	Step E
7% Lag: Pending	\$36.82	\$38.76	\$40.80	\$42.95	\$45.21
Current: Approved 7/2018	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41

DEFINITION:

Under general direction, plans, organizes, supervises and participates in all aspects of the District's Financial activities, including general accounting, cash management internal control functions, customer accounts service, billing, payroll, accounts payable and accounts receivable; prepares a variety of monthly and annual reports; assists in the preparation and administration of the District's budget; provides highly responsible and complex staff assistance to the General Manager

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises general supervision over Account Representative, Sr Account Representative staff.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for all accounting related duties, including general ledger, accounts payable, accounts receivable, payroll, billing, customer accounts and cost accounting.
- Performs complex analysis of revenues and expenditures; recommends amendments to the budget. Serves as a financial resource to the General Manager and the Board of Directors as required; provides information regarding a variety of accounts, revenues, and expenditures.
- Reviews, edits and updates financial information to be posted to the general ledger.
- Assists staff in the proper classification of revenues and expenditures.
- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; monitor cash flows.
- Prepare comprehensive financial studies, reports and statements as directed. Maintain and adjust the District's fixed assets records.
- Performs the more technical and complex tasks and trains others to do the same.
- Participates in the interviewing and hiring of new staff; counsels' employees on performance issues, approves time off for payroll purposes, and prepares and signs employee performance evaluations.

- Supervises and participates in customer service account and billing functions; handles and resolves the more difficult customer service inquiries.
- Oversees and supervises collection efforts to ensure all accounts are paid on a timely basis and in compliance with the fair debt standards act.
- Reviews bank and investment account statement reconciliations; assists with petty cash handling; ensures that all payments are received and appropriately posted; process payment errors, bank transfers and wire transfers as needed.
- Processes and reconciles miscellaneous payments received for miscellaneous payments, property taxes, liens and surplus payments.
- Supervises and participates in the preparation of the District's financial statements in accordance with knowledge of generally accepted accounting standards; reviews accounting documents to ensure accurate information and calculations.
- Oversees and participates in accounts payable activities; reviews invoices and approves requisitions and fund availability; processes canceled checks; issues payment on invoices; maintains and issues payment for debt accounts.
- Oversees and participates in payroll activities; reviews timesheets and processes discrepancies; approves and ensures accuracy of pay rate changes; reviews and approves Federal and State quarterly reports; oversees vacation and sick leave payouts.
- Assists in preparing the District's annual budget and midyear budget as required by the General Manager.
- Prepares and participates in the preparation of the District's policies and procedures in accounts payable, accounts receivable, payroll, cash receipts, fixed assets, utility billings and the District's Financial Statements.
- Sets up, reviews, authorizes and maintains journal entries, journals, ledgers and supporting financial records and maintains the general ledger.
- Performs special projects for the General Manager.
- Responds to District staff, auditors and other governmental agencies on a variety of requests relating to District accounting information and records.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from a four-year college or university with a Bachelor's degree in Accounting, Finance or Business Administration, and a minimum of two (2) years of experience in finance and accounting at a senior management level and supervisory capacity within local Government.

Licenses/Certificates:

- Possession of a valid Class C California driver's license and satisfactory driving record is required.
- Possession of or ability to obtain within six months of employment, a valid Notary Public designation.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Advanced principles, practices and terminology of general funds, and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
- Budgeting principles, methods and terminology.
- Cost accounting principles, methods and procedures.
- Laws and regulations relating to the financial administration of public agencies.
- Principles and practices of auditing and internal control.
- Principles and procedures of cash management.
- Principles, procedures and techniques of financial analysis.
- Advanced operations and uses of standard spreadsheet, database, word processing and presentation software.
- Principles and practices of business data management, particularly related to the processing of accounting information and interpretation of input and output data.
- Safe work methods and safety regulations.

Ability to:

- Plan, assign, train, evaluate and supervise the work of subordinates engaged in accounting and customer service work.
- Develop and implement account system modifications.
- Analyze, interpret, and prepare financial and accounting records and reports.
- Analyze and interpret complex utility billing records and coordinate the Accounts Representative staff.
- Interpret and explain District financial policies and practices.
- Verify and ensure the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursement.
- Analyze, post, balance and reconcile complex financial data and accounts.
- Prepare clear, concise and complete financial documents, statements and reports.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve public concerns and complaints.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with District staff and Board, and the general public.
- Operate a computer and related software at an advanced level.

I have reviewed this Job Description with my Supervisor and agree with its contents

Employee Signature

Date

Employer Signature

Date

DRAFT



Administrative Services Manager

Hidden Valley Lake Community Services

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

HOURLY PAY SCALE

Reports to: General Manager					
Status:	Step A	Step B	Step C	Step D	Step E
7% Lag: Pending	\$29.51	\$31.05	\$32.69	\$34.41	\$36.22
Current: Approved 7/2018	\$27.05	\$28.40	\$29.82	\$31.31	\$33.00

DEFINITION:

To provide administrative support to the General Manager and Board of Directors and assist the General Manager in the implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out special projects for the District.

DISTINGUISHING CHARACTERISTICS:

This is the advanced management level class in which incumbents perform highly responsible administrative and management duties for the General Manager and Board of Directors and in support of a major function. Incumbents in this class work with substantial independence and assume responsibility for complex duties associated with administrative support and record keeping based on extensive knowledge of District operations, policies, procedures and practices.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises general supervision over administrative support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Gathers and organizes a variety of information and materials for the General Manager and Board of Directors Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings. Schedules and ensures completion of Board mandatory trainings
- Performs highly responsible and complex administrative, secretarial and office support functions for the General Manager, Board of Directors and District staff
- Prepares correspondence, memoranda, and other items as delegated by the General Manager and Board Members
- Makes appointments, coordinates meetings with high level executives and maintains appointment calendar for the General Manager and Board of Directors; arranges travel and conference registrations for the General Manager, Board of Directors and staff; processes expense reports and invoices for reimbursement and payment
- Serves as a confidential assistant to the General Manager for District administrative functions

- Maintains all District Records and Files including complete and up-to-date record of all Board actions, Resolutions and Ordinances sufficient to ensure accuracy and easy access
- Oversee processes mandated by the Public Records Act, FOIA, and other Federal, State and Local "Right to Know" regulations.
- Administers the Fair Political Practices Commission guidelines and the filing of economic interest statements; issues campaign packets
- Administer clerical tasks for District programs including Employee Relations, insurance, workers' compensation, public information and education.
- Maintain District insurance records including District vehicle and facility inventory
- Manage the District Records Retention and Records Destruction Policy
- Maintain the District website and provide basic IT support for the District
- Maintain personnel and payroll records; process paperwork for job postings including reviewing applicants/resumes, terminations and promotions; monitor performance evaluation dates and provide appropriate forms to staff. Provide benefit enrollment assistance; serves as the employee benefit representative and processes benefit related changes.
- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions; handle vendor/solicitation phone calls and emails
- Assists in the preparation of the annual budget related to administrative expenses and manages and reviews expenditures for accuracy
- Serve as a District representative on various committees, as assigned
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and Board, and the general public.
- Works weekends, evenings and holidays as required, to accommodate the District's needs in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be an Associate degree in business Administration, Public Administration, or a closely related field, and five (5) years of secretarial and office administration experience. Additional experience may be substituted for the educational requirement on a year-for-year basis.

Licenses/Certificates:

- Incumbent must possess a valid Class C California driver's license and satisfactory driving record.
- Special District Institute Certification is required and may be completed within the first two years of employment.

- Incumbent must be a Certified Notary.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Modern office practices, equipment and procedures
- Business correspondence, filing systems, and standard office operations Statistical and record keeping methods
- Operations, procedures, policies and precedents of the District
- Federal, State and local laws, rules and regulations relative to the Brown Act; records management; resolutions, ordinances, Political Reform Act; Public Information Act, Elections and Appointments, and related
- Agenda preparation and distribution requirements for the District Board
- District organization, functions and policies
- Water and sewer related services
- Personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software
- Customer service and customer relations practices and principles
- English usage, spelling, grammar, and punctuation
- Principles of supervision and work coordination
- Research methods and techniques
- Principles and practices of sound business communication
- Safe work methods and safety regulations

Ability to:

- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors with speed and accuracy
- Prepare agenda, minutes, and records for the Board of Directors
- Take notes and prepare minutes of meetings
- Keyboard at a minimum speed of 65 words per minute
- Provide supervision and work coordination for office support staff, as assigned
- Perform research and prepare documents and reports
- Operate a variety of office equipment including computers and applicable software at an advanced level
- Effectively represent the District, including its programs and policies with the public
- Exercise tact, diplomacy and discretion in dealing with highly sensitive and confidential information
- Exercise independent judgment and initiative within established guidelines
- Establish and maintain effective working relationships with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work
- Understand and follow oral and written directions
- Work effectively with a small group or individually
- Provide excellent customer service and resolve public concerns and complaints
- Skillfully and safely operate a mother vehicle when required in the course of performing work duties

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date

DRAFT

California Labor Law

California law presumes that all employees are non-exempt employees, meaning that they are not exempt from the Labor Code requirements, such as overtime pay, meal and rest breaks, and minimum wage. Exempt employees are designated as such because they are “exempt” from certain wage and hour requirements due to their duties and pay. However, the employer bears the burden when classifying an employee as exempt, and simply providing a title to an employee does not make them exempt. The employee must meet very specific requirements for each applicable exemption, and if the requirements are not met the employer must comply with all wage and hour requirements – such as overtime pay, etc.... It is also important to note that some exemptions only exempt the employee from specific Labor Code provisions (for example, the inside sales exemption only exempts the employee from overtime pay requirements, but the employer is still required to provide meal and rest breaks).

There are many exemptions, and many nuances to each exemption, so employers should perform this analysis very carefully and receive advice from an experienced attorney or HR professional when classifying employees as exempt.

State of California Department of Industrial Relations

EXEMPT

Exempt status deprives an employee of certain protections of the Industrial Welfare Commission Orders. The exemption has far-reaching ramifications since exempt status deprives the employee not only of the right to overtime compensation, but also to many of the other protections afforded to nonexempt employees by such orders. Some of the protections that do not apply to exempt employees are:

Section 3, overtime premium;

Section 4, minimum wage;

Section 5, reporting time pay;

Section 7, requirement of records under the IWC Orders (but not records required by the Labor Code);

Section 9, requirement that employer furnish uniforms and equipment (except, of course, that any expenditure by an employee is recoverable under Labor Code Section 2802).

Section 10, requirement that meals and lodging amounts be limited;

Section 11, meal period requirement; and

Section 12, rest period requirement.

Most common exemptions that arise in a workplace under California law and the requirements to meet each one:

1. EXECUTIVE/MANAGERIAL EXEMPTION

In order to meet the executive (managerial) exemption, the employee must meet all of the following requirements:

A person employed in an executive capacity means any employee:

1. Whose duties and responsibilities involve the management of the enterprise in which he or she is employed or of a customarily recognized department or subdivision thereof; and
2. Who customarily and regularly directs the work of two or more other employees therein; and
3. Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and

4. Who customarily and regularly exercises discretion and independent judgment; and
5. Who is primarily engaged in duties, which meet the test of the exemption.
6. An executive employee must also earn a monthly salary equivalent to no less than two times the state minimum wage for full-time employment. Full-time employment means 40 hours per week as defined in Labor Code Section 515(c).

With respect to the requirement that management duties must be exercised over the entire enterprise or a customarily recognized department or subdivision thereof, it is important to note that the phrase "customarily recognized department or subdivision thereof" has a particular meaning. The phrase is intended to distinguish between "a mere collection of employees assigned from time to time to a specific job or series of jobs" and "a unit with permanent status and function." Thus, in order to meet the criteria of a managerial employee, one must be more than merely a supervisor of two or more employees. The managerial exempt employee must be in charge of the unit, not simply participate in the management of the unit.

The IWC Orders (Industrial Welfare Commission Wage Orders) require as a basic condition for the executive exemption that the manager must supervise two or more employees. This may be one full-time and two half-time employees. It has been the experience of the DLSE (Division of Labor Standards Enforcement) that a managerial employee supervising as few as two employees rarely spends as much as 50% of his or her time primarily engaged in managerial duties.

Regarding the requirement for the exemption to apply that the employee "customarily and regularly exercises discretion and independent judgment," this phrase means the comparison and evaluation of possible courses of conduct and acting or making a decision after the various possibilities have been considered. The employee must have the authority or power to make an independent choice, free from immediate direction or supervision and with respect to matters of significance. With respect to the executive exemption, the most frequent cause of misapplication of the phrase "discretion and independent judgment" is the failure to distinguish discretion and independent judgment from the use of independent managerial skills. An employee who merely applies his or her memory in following prescribed procedures or determining which required procedure out of the company manual to follow, is not exercising discretion and independent judgment.

2. ADMINISTRATIVE EXEMPTION

To meet the administrative exemption, an employee must meet all of the following requirements:

A person employed in an administrative capacity means any employee:

1. Whose duties and responsibilities involve either:
 - a. The performance of office or non-manual work directly related to management policies or general business operations of his or her employer or his or her employer's customers, or
 - b. The performance of functions in the administration of a school system, or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and
1. Who customarily and regularly exercised discretion and independent judgment; and
2. Who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, or
3. Who performs, under only general supervision, work along specialized or technical lines requiring special training, experience, or knowledge, or
4. Who executes, under only general supervision, special assignments and tasks, and
5. Who is [primarily engaged in](#) duties which meet the test for the exemption.

6. An administrative employee must also earn a monthly salary equivalent to no less than two times the state minimum wage for full-time employment. Full-time employment means 40 hours per week as defined in [Labor Code Section 515\(c\)](#).

Following are examples of employees who might qualify for the exemption if, and only if, they meet the criteria set forth above:

1. Employees who regularly and directly assist a proprietor or exempt executive or administrator. Included in this category are those executive assistants and administrative assistants to whom executives or high-level administrators have delegated part of their discretionary powers. Generally, such assistants are found in large establishments where the official assisted has duties of such scope and which require so much attention that the work of personal scrutiny, correspondence and interviews must be delegated.
2. Employees who perform, only under general supervision, work along specialized or technical lines requiring special training, experience or knowledge. Such employees are often described as "staff employees," or functional, rather than department heads. They include employees who act as advisory specialists to management, or to the employer's customers. Typical examples are tax experts, insurance experts, sales research experts, wage rate analysts, foreign exchange consultants, and statisticians. Such experts may or may not be exempt, depending on the extent to which they exercise discretionary powers. Also included in this category would be persons in charge of a functional department, which may even be a one-person department, such as credit managers, purchasing agents, buyers, personnel directors, safety directors, and labor relations directors.
3. Employees who perform special assignments under only general supervision. Often, such employees perform their work away from the employer's place of business. Typical titles of such persons are buyers, field representatives, and location managers for motion picture companies. This category also includes employees whose special assignments are performed entirely or mostly on the employer's premises, such as customers' brokers in stock exchange firms and so-called "account executives" in advertising firms.

Regarding the requirement for the exemption to apply that the employee "customarily and regularly exercises discretion and independent judgment," this phrase means the comparison and evaluation of possible courses of conduct and acting or making a decision after the various possibilities have been considered. The employee must have the authority or power to make an independent choice, free from immediate direction or supervision and with respect to matters of significance. With respect to the administrative exemption, this phrase has been most frequently misunderstood and misapplied by employers and employees alike in cases involving the following:

1. Confusion between the exercise of discretion and independent judgment, and the use of skill in applying techniques, procedures, or specific standards.
2. Misapplication of the phrase to employees making decisions relating to matters of little consequence.
3. Perhaps the most common misapplication is the application of the exemption to employees engaged in production aspects of the employer's business as opposed to administrative functions.

Caveat. As with any of the exemptions, job titles reflecting administrative classifications alone may not reflect actual job duties and therefore, are of no assistance in determining exempt or nonexempt status. The fact that an employee may have one of the job titles listed above is, in and of itself, of no consequence. The actual determination of exempt or nonexempt status must be based on the nature of the actual work performed by the individual employee.

Exempt vs Non-Exempt

Three simple requirements to determine whether a worker is an exempt employee under California law:

Minimum Salary. The employee must be paid a salary that is at least twice the state minimum wage for full-time employment.

- Labor Code, § 515, subd. (a); Cal. Code of Regs., tit. 8, § 11040 [providing that, for each exempted category, the employee must earn “a monthly salary equivalent to no less than two (2) times the state minimum wage for full-time employment”].

White Collar Duties. The employee’s primary duties must consist of administrative, executive, or professional tasks.

- Labor Code, § 515, subd. (a) [“The Industrial Welfare Commission may establish exemptions from the requirement that an overtime rate of compensation be paid pursuant to Sections 510 and 511 for executive, administrative, and professional employees, if the employee is primarily engaged in the duties that meet the test of the exemption, customarily and regularly exercises discretion and independent judgment in performing those duties, and earns a monthly salary equivalent to no less than two times the state minimum wage for full-time

Independent Judgment. The employee’s job duties must involve the use of discretion and independent judgment.

- Labor Code, § 515, subd. (a) [requiring employees to “customarily and regularly exercises discretion and independent judgment in performing” the duties of their job

- Source: <https://wrklyrs.com/Exempt#p2>

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2020 EMPLOYEE HANDBOOK

Approved by the Board of Directors (Insert date)

The Hidden Valley Lake Community Services District (District) is an Independent California Special District formed in 1984 by a majority vote of the registered voters of the District. The District 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.”

The committee met the following dates with revisions

03/05/2020

02/28/2020

02/21/2020

02/07/2020

01/16/2020

01/08/2020

01/06/2020

INTRODUCTION

Welcome! As an employee of the Hidden Valley Lake Community Services District (District), you are an important member of a team effort. We hope that you will find your position with the District rewarding, challenging, and productive. This employee handbook is intended to provide you a summary of 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. We expect you to read and comply with the handbook, 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.

Judy Mirbegian , President
Board of Directors

Jim Lieberman, Vice President
Board of Directors

Jim Freeman, Director

Carolyn Graham, Director

Gary Graves , Director

General Manager

Deleted: General

Hidden Valley Lake Community Services District
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 (District) is an equal opportunity employer and makes employment decisions based on merit, and without regard to any legally protected characteristic, such as race, color, creed, age, gender, gender identity, gender expression, sex, sexual orientation, national origin or ancestry, citizenship, religion, marital status, registered domestic partner status, military or veteran status, pregnancy or related medical condition, physical or mental disability, medical condition, including genetic characteristics, genetic information, or any other consideration made unlawful by applicable federal, state, or local laws.

SECTION 2

2.1 Definitions

For the purposes of this Handbook, words and phrases are defined as follows:

Anniversary Date is the annual anniversary date of most recent 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 might not be in payroll status; however, any such period of absence that is unpaid would not count toward eligibility for increased PTO and/or other benefits.)

Discharge is the involuntary separation from District employment. [NOTE: It may be difficult to maintain this artificial distinction. In common usage, the terms "termination, separation, discharge," etc., all mean the end of the employment relationship, whether voluntary or not. I recommend we delete this definition.]

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Employee is a person occupying a position with the District.

At Will Employee is an employee who can be separated [NOTE: Per our definition above, don't we mean "discharged"? Here's another reason to eliminate this definition.] from District employment with or without cause or reason, and with or without advance notice.

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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 is regularly scheduled to work fewer than 40 hours per work week.

Full Time Employee is an employee who is regularly scheduled to work on a full-time basis, that is, 40 hours per work week.

Exempt Employee is an employee who is exempt from overtime pay according to applicable federal and state law.

Non-Exempt Employee is an employee who is eligible for overtime pay according to applicable federal and state law.

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.

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Leave is authorized absence from work.

Overtime is time worked in excess of 40 hours per workweek.

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 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 ability 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 in another position.

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

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. [\[NOTE: See Related Note above re: "Discharge."\]](#)

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

Suspension is the temporary, involuntary and unpaid 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 periodically. 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

The District 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 purposes including: employment advertising, pay rate assignment, selection testing including pre-employment medical assessments, work related injury assessments, and performance evaluations.

An employee's job responsibilities 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 to work a different schedule as requested.

3.4 Job Responsibilities

Employees of the District 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;
- Mediocrity and incompetence will not be tolerated.

The District expects that its employees will:

- Perform the duties and responsibilities contained in their job description;
- Be courteous and professional;
- Provide dependable and effective performance;

- Effectively contribute to the District’s mission and purpose;
- Respect proper protocol and the normal chain of command;
- Display proper conduct for the; and
- Not abuse the rights, privileges, and benefits provided by the employment with the District
- Maintain regular and predictable attendance;
- Comply with all policies in this Handbook.

3.5 Current Job Descriptions and Organization Chart

Copies of the current Organization Chart and position descriptions with salary ranges are available on the District Website: www.hvllcsd.org.

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

3.6.1 Permanent Part-Time Permanent Positions. 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, and otherwise as required by law.

3.6.2 Temporary Positions. Eligible for Benefits? 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.

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3.6.3 Probationary Employment Eligible for Benefits? A mandatory 6-month probationary period for each newly-hired and newly-promoted employee 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 the new regular position.

All original and promotional appointments shall be subject to a probationary period of 6 months of actual probationary service. Within the guidelines of the Performance Management Program the employee’s performance will be evaluated by the supervisor. Should the performance evaluation reflect satisfactory completion of the probationary period, 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 an additional twelve (12) months (for a total of eighteen (18) month probationary period) to permit the probationary employee time to obtain the required certification for the position of hire.

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 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.

Section 4.2 – Recruitment

The General Manager or designee shall establish and oversee selection procedures which shall ensure the employment of the best qualified applicants, including consideration of 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.

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

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 her/his 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 request before a final determination is made with respect to the position. The General Manager must give final approval before any new hire may be made.

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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 qualified internal candidates and may promote an existing employee without first conducting a formal recruitment. In the internal 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 the District. 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 proposed selection decision before a final determination is made with respect to rehiring any former employee. The General Manager must give final approval before any rehire decision may be made.

Section 4.4 Announcements. Vacancies approved by the General Manager for external posting 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.

The District 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, CONFLICTS NEPOTISM POLICY 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, or if the relationship creates an actual or potential problem of supervision, safety, security, or morale, or a conflict of interest. For purposes of this policy, 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.

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If two current employees become related and any potential problem noted above exists, the District will attempt to resolve the issue by, e.g., offering 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 retained in a confidential manner, with restricted access only through the General Manager or her/his designee. Employees and former employees are permitted access to their personnel file upon request, and in accordance with applicable law.

5.2- Work Hours

Work hours for full-time District employees shall generally be five consecutive 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 workweek are scheduled at the discretion of the General Manager.

- A. All on-call work, that is, work performed outside normal business hours and before the start of the regular work hours 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 pays all employees an amount equal to one and one-half times their regular hourly rate of pay for work performed in excess of 40 hours per workweek. The work week assignments for all employees shall be determined by the General Manager or their designee.

For the purpose of computing time worked in this section, any and all paid leave (e.g., sick, holiday, vacation, etc.) taken during a work week does not count as time worked for purposes of calculating overtime.

Section 5.2.1 – Alternate Work Schedule

A. 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 may provide 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. In the absence of extenuating circumstances, the scheduled day off in the alternative work schedule ("AWS") 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 employee.
- 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.
- e. When a holiday falls on an employee's regularly scheduled AWS 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 AWS 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.

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.

Section 5.3.2 Eligibility for Overtime. The General Manager shall determine which positions are considered **non-exempt, and thus** eligible for overtime in accordance with applicable law. At the time of hire or promotion, employees are informed of whether their positions are, or are not eligible for overtime.

Section 5.3.3 Overtime Compensation. Overtime compensation shall be paid in accordance with applicable 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 not permitted.

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 guidelines regarding the compensation of non-exempt employees who perform duties outside their normal work hours. This policy applies to all employees who are required to be on-call and are called out to work to respond to emergencies outside of regular work or business hours.

B. POLICY:

The District will compensate employees who are required to be on-call or to respond within 30 minutes to a call for service, which is received after normal working hours.

C. DEFINITIONS:

On Call Duty – employees who are designated in writing by a Supervisor or the General Manager to be responsible for responding to emergency calls that occur after normal working hours shall be considered performing “on call duty.”

D. PROCEDURE

1. Scheduling
 - a. All on-call time is scheduled on the District Calendar by the Supervisor or General Manager
 - b. On-call personnel may trade scheduled on-call 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 on-call period.
 - c. While on on-call duty, personnel shall immediately answer his/her District provided cellular phone and respond as necessary.
 - c. If standby personnel are required to respond to an incident by returning to the workplace or traveling to the emergency location, the employee shall notify his/her supervisor of their arrival at the location.
 - d. While personnel are assigned to on-call duty, they must not be under the influence of alcohol, drugs, or medication. If the on-call employee is taking prescription medication(s), he/she will provide a doctor's note to his/her supervisor or HR representative reflecting that fact, and stating whether the prescription medication might impair the employee's ability to perform call-out duties.
 - e. On-call personnel must remain within 30 minutes travel time of District boundaries while on standby duty.

E. COMPENSATION

1. On-Call Pay – For each day on On-Call duty, employee will be paid a flat rate as approved by the Board of Directors. If the employee is actually called upon to perform any work during the On-call period, the employee will be compensated for the work performed.
 - a. If On-call personnel are “called out” to work during a standby period, they are compensated [\[NOTE: We would only pay overtime if the result of the call out was that the employee worked more than 40 hours in the workweek.\]](#) for the hours worked during the “call out,” [with](#) a minimum [of 2 hours of](#) pay [provided](#).

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: Elective Out-Service Training. Elective out-service training is NOT 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 generally authorize payment of out-service training expenses with the Supervisor's written preapproval.

Section 5.9.2: Required Out-Service Training. An employee receives his/her regular salary for training time and is reimbursed for reasonable 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 voluntary career-oriented out-service training, the supervisor may, within budgetary limits and in accordance with District policies, recommend the payment of regular salary during the training and appropriate expense 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 may not be eligible for reimbursement of tuition expenses and is generally required to return any advance payment received.

Section 5.10 - Reasonable Accommodation

The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, to the extent required by law. An applicant or employee who needs accommodation should inform the General Manager. The District will then engage in an interactive process to obtain information relevant to the requested accommodation. You may be required to provide medical certification regarding your need for accommodation. All medical information is kept in a confidential medical file and shared only on a need to know basis. Contact the General Manager for further information.

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

Designated field personnel 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. [NOTE: What about field personnel on break who do personal errands?]

For all District employees, 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, or otherwise in accordance with safe practices. 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 the District, professional image is important and is maintained, in part, by the appearance 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.

The District expects all employees to use good judgment in matters of personal grooming and dress. Good judgment includes consideration for both the District 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. [NOTE: You may wish to reconsider the preceding sentence in light of today's styles.] 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): The following attire is generally prohibited: jeans, t-shirts, exposed midriffs, excessively low cut or tight tops, 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, [in the determination of the General Manager or designee](#) [NOTE: Or do individual supervisors also have the authority to send folks home?], may be sent home and directed to return to work in [appropriate attire that complies with this policy](#). Non-exempt employees will not be compensated for the time away from work.

Deleted: 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 generally on current labor market rates for similar positions in a cross section of comparable agencies. An Independent Human Resources Consulting firm is typically commissioned [every few years](#) to complete a current labor market salary survey on all District positions. Position descriptions and salary ranges are compared with survey data, and may be reviewed and adjusted by the Board of Directors as appropriate upon the recommendation of the General Manager.

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Section 6.3 PERFORMANCE MANAGEMENT

Section 6.3.1 Performance Evaluation. Evaluations of the employee work performance is conducted by supervisors on an annual basis. The purpose of evaluating performance is to provide formal and informal feedback to the employees through periodic written and oral communications, and discussions. Supervisors will discuss methods for improving employee performance through oral and written communications, including performance improvement plans, as well as through the annual evaluation.

Section 6.3.3 Merit Increases Employees may be eligible for a merit increase based upon a satisfactory or above performance evaluation. If the performance is below satisfactory the employee is not eligible for a merit increase.

Merit increases will be considered only for regular employees who have completed the probationary period.

Consideration for subsequent merit increases shall occur approximately annually thereafter, and based on satisfactory performance evaluations, until the employee reaches the top step for his/her classification.

6.4 Pay for Performance Program (Under Review)

6.5 – Transfers, Promotions & Provisional Positions

6.5.1 - Movement to Higher Range. When an employee is promoted, the employee shall be paid at the step of the assigned salary range as determined by the General Manager. In this circumstance the employee's new Anniversary date becomes the effective date of promotion.

Section 6.5.2 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 6.5.3. 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 who plan to resign 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) or more consecutive scheduled workdays without notification to his/her supervisor, will normally 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 as scheduled may also 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.

Section 6.7.6 - Return of District Property

It is the responsibility of any separating employee to return all property issued to them by the District. All such property, including any keys, laptop computer, cell phone, manuals, work-related documents, and other District property that the employee may have in their 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") this information is to be provided to the affected employee at the time of termination.

Section 6.8 - PAYROLL.

Section 6.8.1 Payroll Direct Deposit Program

- A. POLICY.
As a convenience, employees may elect to enroll in payroll direct_deposit.
- B. PROCEDURE.
 1. All employees wishing to enroll in direct deposit by must complete and submit the voluntary authorization form, as well as a 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. Employees who do not voluntarily elect direct deposit will receive a physical paycheck.

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 completes a time card for each pay period. The employee submits the completed time card to their direct supervisor for review and then 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 must be entered by the employee on the time card according to code. Each employee is responsible for the accuracy of their time card, which must be approved by their supervisor or the General Manager prior to submission to payroll.
- B. Duty hours are set for each employee, with some flexibility, as approved by the supervisor, to allow for minor variances. The duty hours for office personnel consist of a core time of 8:00 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) during which all employees are expected to be present and available for District service. A normal work assignment is an eight-hour or nine-hour workday, plus up to an hour of unpaid time for lunch. All hours must be accounted for on the time sheet. Every employee must take at least one-half hour for lunch every work day and is not allowed to skip the lunch period to make up lost time.
- C. Errors should be corrected immediately, as soon as they are noted.

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. **4th 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 requests may be considered for 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 promotional/transfer probation are also eligible for this 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 to the District. 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 veteran educational benefits received do not cover the entire cost of coursework, the tuition reimbursement program may consider paying 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 may be eligible to receive financial assistance to attend educational courses at fully-accredited educational institutes in coursework that fosters 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 the employee commences course work. To be eligible for consideration for 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 pre-approval and receipt of certification of completion, the HR administrator will submit the reimbursement request for payment.

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 observes the following holidays as paid time off to regular full-time employees. Regular part time employees receive holiday pay pro rata, based on the number of hours they are regularly scheduled to work in a workweek. . In the event a District-recognized holiday falls on Saturday, the holiday will be observed the preceding Friday. In the event the holiday falls on Sunday, the District-recognized holiday will be observed on the following Monday.
- B. Regular full time employees, as of January 1st are granted two eight hour floating holidays at the beginning of each calendar year. Regular Full-time employees hired July 1st or after are granted one eight-hour floating holiday at the beginning of the calendar year. Floating Holidays must be used before or on December 31st of the year granted.
- C. Employee requests to take floating holidays shall normally be requested and approved ahead of time through their supervisor.

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	(1-2) Floating Holidays per Section 8.6 B
Labor Day	

E. **VACATION.** Regular full-time employees accrue paid vacations time:

Years of Service	Annual Vacation	Maximum Cap On
	Accrual (hours)	Vacation Accrual (hours)
1 to 4	80	160
5 to 9	120	240
10	128	256
11	136	272
12	144	288
13	152	304
14+	160	320

F. **VACATION LEAVE.**

Employees who are in unpaid status (i.e. not at work and not using vacation or paid sick leave benefits) do not accrue vacation time. Temp/provisional/probationary employees ARE NOT eligible to accrue vacation.

Vacation can accrue up to a maximum of two times the employee's annual accrual. 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.

The District provides paid vacation in order to provide its employees with a respite from their work and believes that vacations are important for employee morale and productivity.

Employees become eligible to take accrued vacation probationary period as work schedules permit. The District will make reasonable efforts to allow employees to take vacation when requested. 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 approval by the 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 later requests.

Upon termination of employment, employees are paid for [any accrued but](#) unused vacation time.

G. **SICK LEAVE.**

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1. **Sick Leave Accumulation.** Regular full-time employees earn and accumulate sick leave credit at the rate of 3.69 hours per pay period. An employee continues to earn sick leave while on any District-paid absence from work. Employees do not receive payment for unused accumulated sick leave upon termination of employment or upon 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.

Regular part time employees earn paid sick leave accrual at the minimum rate of 1 paid sick hour for each 30 hours worked.]

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2. **Holiday During Sick Leave.** If a paid holiday occurs during a period when the employee is on sick leave, the eligible employee will receive the holiday pay, as opposed to using the paid sick day.

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3. **Use of Sick Leave.** Employees may use paid sick leave for any purpose permitted by applicable law.

7. **Exhaustion of Sick Leave.** In the event an employee uses all of the sick leave the employee has accrued, the General Manager may allow the employee to take a leave of absence without pay if the employee does not have any other accrued paid leave time available.

F. **PREGNANCY DISABILITY LEAVE.** Employees are entitled to an unpaid leave of up to four months if the employee is disabled by pregnancy, childbirth or a related medical condition, so long as the employee's health care provider 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 a Pregnancy Disability Leave ("PDL") 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.

2. **Certification Requirements.** As with all other medical leaves, employees wishing to take a pregnancy disability leave must submit a written request that includes an anticipated date of return to work. Ordinarily, the leave request should 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 original 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. **Benefits during Leave.** An otherwise eligible employee on approved PDL is entitled to continue receiving group health insurance coverage that was provided before the leave [NOTE: Employees on approved PDL must continue to be provided health insurance coverage.]
5. **Return from PDL.** Upon expiration of the approved PDL, and the District's receipt of a written statement from the health care provider that the employee is released to return to work, the employee shall be reinstated to her former position or to a comparable one, to the extent required by law. .

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. Under this policy, "immediate family" member means: father, mother, wife, husband, registered domestic partner, brother, sister, daughter, son, grandparents, , and those relationships generally called "half" or "step."

H. **JURY DUTY LEAVE.** When called to jury duty, an employee will receive full pay from the District for a period not to exceed two weeks. 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. An employee receiving jury service fees shall remit such fees to District Accounting in order to be considered "at work" for payroll purposes during the time spent serving on the jury. The employee is entitled to retain any mileage allowance the court pays.

Section 8.7 – UNPAID TIME OFF

MILITARY LEAVE. Military leave is granted in accordance with the applicable provisions of state and federal laws.

J. **SCHOOL ACTIVITY LEAVE.** Provide District employees with the opportunity to attend his/her child's r grandchild's school activities and maintain a positive work/home life balance.

1. **Policy:**
Allow employees to attend his/her child's school functions, to the extent required by law.

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 is unpaid.

Employees are 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.

If 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.

CONFIRM WITH INSURANCE MOU 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. [\[NOTE: Confirm that the health insurance policy permits such coverage \(i.e., in the absence of any hours worked.\)\]](#)

Section 8.9 – Personal Leave of Absence without Pay. The General Manager may grant a regular or probationary employee a personal leave of absence without pay not to exceed three months. Employees wishing to take such a leave must submit a written request to the General Manager setting forth the reason for the request. The District's response to the request shall be in writing.

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An employee granted personal leave must exhaust all accrued vacation during the leave. Any remaining approved personal leave of absence will be without pay. Employees returning from a personal leave are generally reinstated in the position held at the time the leave was granted. There is no guarantee of reinstatement following personal leave, however.

The General Manager may review any request to extend a personal leave, and extend leaves of absence at his/her sole discretion up to the maximum of three months. 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.

[\[NOTE: I recommend we include a general medical leave section. Let's discuss.\]](#)

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

9.1 Some Reasons for Disciplinary Action

It is impossible to provide a comprehensive list of all employee conduct that may lead to discipline. For purposes of illustration, some examples of reasons for the imposition of discipline include, but are not limited to, the following:

1. False statement or omission of information in connection with any District record or procedure, including but not limited to employment applications, interviews, or examinations;
2. Violation of any District policy;
3. Unauthorized and/or excessive absence or tardiness.

4. Violation of the policy prohibiting harassment, discrimination, or retaliation;
5. Any act of fraud, dishonesty, misappropriation, embezzlement or similar conduct involving the District;
6. Substandard performance or inefficiency;
7. Insubordination;
8. Violation of the alcohol and drug use policy;
9. Damage to, waste of, or unauthorized use of District supplies, equipment or premises;
10. Failure to follow safety instructions or directions or practices;
11. Unauthorized employee use of District equipment for personal use;
12. Discourteous or unprofessional treatment of others, including workplace bullying, or violent or threatening behavior; and/or
13. Engaging in prohibited conduct, as set forth in the Ethics Policy or any District policy.

SECTION 10 - GRIEVANCE PROCEDURE

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

- A. Afford employees a process for obtaining consideration of their work-related concerns or problems.
- B. Provide that grievances are resolved timely, and at as low a level 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. Such matters may include, but are not limited to, merit increases, compensation, work methods, equipment, hours of work, services provided, staffing levels, and employee performance evaluations, and/or disciplinary decisions.

Section 10.3: GRIEVANCE PROCEDURE.

Step One

An attempt must be made to resolve all grievances on an informal basis by discussion 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 action or incident giving rise to the grievance became known to the employee. The supervisor will let the employee know her/his informal decision regarding the matter.

Step Two

If the employee believes the grievance is not satisfactorily resolved on an informal basis as described in Step One, the employee shall submit the grievance in writing to the employee's immediate supervisor within 7 calendar days after receiving the informal decision of the immediate supervisor. The supervisor must deliver his/her Step Two answer in writing to the employee within 15 calendar days after receiving the written grievance.

Step Three

If the employee believes the grievance is not satisfactorily resolved at the second step, the employee must present his/her grievance in writing to his/her manager (the supervisor's immediate supervisor) within 15 calendar days after receipt of the written Step Two decision of his/her supervisor. The Step Three grievance must include a copy of the written Step Two grievance and decision. The manager receiving the Step Three grievance shall render a decision, in writing, and return it to the employee within 15 calendar days after receiving the Step Three grievance.

Step Four

If the employee believes 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 receiving the Step Three decision. All prior written grievances and decisions from earlier steps must be included in the employee's Step Four grievance. The General Manager shall render a decision in writing to the employee within 20 calendar days after receiving the Step Four grievance.

Section 10.4: CONDUCT OF GRIEVANCE PROCEDURE.

Time limits specified in Section 10.3 above may be extended to a definite date by agreement of the employee and the reviewer concerned.

Employee who use the grievance procedure in good faith will not be subjected to retaliation.

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 unlawful harassment and discrimination. The District prohibits harassment and discrimination because of

sex, gender, race, religion, creed, color, national origin or ancestry, citizenship, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, gender identity or gender expression, military or veteran status, genetic information, or any other basis protected by federal, state or local law, ordinance or regulation (the "Protected Characteristics"). 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, managers, and co-workers. It also extends to vendors, independent contractors and others doing business with the District, including District Board members.

Section 11.1 DEFINITION AND EXAMPLES OF HARASSMENT. Harassment because of a Protected Characteristic prohibited. Such prohibited conduct included, but is not limited to the following examples:

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 sexually oriented posters, photography, cartoons, drawings or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work of another individual; and,
4. Retaliation for having reported or threatened to report harassment or discrimination, or having assisted another employee to make a report under this policy.

Sexual harassment is a form of harassment. Sexual harassment includes unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a condition of the individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that person; or 3) the conduct unreasonably interferes with an individual's work performance, or creates a hostile work environment.

Section 11.2 COMPLAINT PROCESS. If an employee thinks he or she is being harassed or discriminated against on the job because of a Protected Characteristic, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately report the concern to any District supervisor, the HR administrator, or the General Manager. The complaint should include all details of the incident (s), the names of all individuals involved, and the names of any witnesses. Every complaint that is reported will be taken seriously and investigated as appropriate. The District will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the extent possible. The investigation will be performed by impartial and qualified personnel, and will be appropriately documented. The District does 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) Supervisors receiving harassment complaints will refer them immediately to [Human Resources or] the General Manager, or to the President of the Board of Directors if the General Manager is unavailable or personally involved in the complaint.
- c) The General Manager, or his/her designee, 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 conduct violating this policy has occurred, the District will take effective remedial action in accordance with the circumstances involved. Any employee determined to have violated this policy will be subjected 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 making or assisting with a complaint under this policy, or otherwise participating in the District's investigation of such conduct, are protected from any form of reprisal and/or retaliation for such protected activity.

Section 11.6: IMMEDIATE REPORTING. All employees should report any incidents immediately so that complaints can be investigated, and resolved.

The California Department of Fair Employment and Housing ("DFEH") and the Equal Employment Opportunity Commission ("EEOC") are the state and federal agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the District believes s/he has been harmed by a violation of this policy, and is not satisfied with the District's response, that person may file a written complaint with these agencies. **DONE [NOTE: I recommend you provide the link to these two agencies here.]**

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 important to maintain a safe and healthy workplace. All District personnel are expected to comply with these standards.

Section 12.2: INCIVILITY.

- A. Uncivil workplace behavior includes acting in a rude and discourteous manner and/or displaying a lack of regard for others.
 - a. Employees are expected to treat other workers, the public [and vendors/contractors?] the way you would like to be treated, to extend common courtesies, to maintain appropriate boundaries. 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, and may reduce productivity and morale. Some examples of bullying include:

a. spreading rumors, gossip and innuendo, intimidating a person, undermining or deliberately impeding a person's work, physically or verbally abusing or threatening abuse, removing areas of responsibilities without good reason, withholding necessary work-related information, making jokes that are 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 and without good reason, belittling a person's opinion, unwarranted punishment, tampering with a person's personal belongings.

If in doubt whether an action could be bullying, ask yourself if a reasonable person would consider the action acceptable.

- B. Preventive/Response Measure: Report bullying to any District supervisor. Any reports of workplace bullying will be treated seriously and investigated as appropriate. Employees who make reports under this policy are protected from retaliation.

SECTION 13 – WORKPLACE VIOLENCE PREVENTION POLICY

Section 13.1: PURPOSE. The purpose of this policy is to maintain a zero-tolerance standard with respect to violence, including threats of violence, in the workplace, and at work-related events. This policy applies to all employees.

Section 13.2: POLICY. The District prohibits violent behavior as well as any threats of violence. Such conduct by a District employee will not be tolerated. The District will investigate and remediate all concerns raised under this policy. Retaliation against a person who makes a good faith complaint under this policy is prohibited.

Section 13.3: DEFINITIONS.

- A. Workplace Violence: Behavior that inflicts or threatens to inflict damage or harm to others, or to property.
- B. Threat: The implication or expression of intent to inflict harm, or actions that a reasonable person would interpret as a threat to safety or property.
- 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 related to District operations.

Section 13.4: PROHIBITED BEHAVIOR.

- A. Under this policy, prohibited conduct in the workplace may include, but is not limited to the following:

1. Threats or intimidation.
2. Any act 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. Inappropriately loud, disruptive, offensive, or angry behavior or language .
9. Disregard for the safety or well-being of others.
10. Any other act that a reasonable person would perceive as constituting a threat or act of violence.

C. REPORTING ACTS OR THREATS OF WORKPLACE VIOLENCE.

An employee who:

1. is the victim of violence, or
2. believes s/he has been threatened with violence, or
3. witnesses an act or threat of violence towards anyone else must take the following steps:
 - a. If an emergency exists and the situation is one of immediate danger, the employee must contact the Lake County Sheriff's Department by dialing 9-1-1, and then 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 must report the incident to the appropriate supervisor or manager as soon as possible and complete the District's Workplace Violence Incident Report Form.

E. INCIDENT INVESTIGATION.

1. Acts of violence or threats will be investigated as appropriate.

The District will not tolerate retaliation against any employee who reports workplace violence.

F. TRAINING AND INSTRUCTION.

1. The District will periodically provide all employees, including managers and supervisors, with training and instruction on this policy, and on general workplace security practices.
2. Workplace security training and instruction may include, 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.

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[NOTE: General job safety is a different topic than workplace violence, and should be addressed separately.]

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 policy prohibiting drug and alcohol use or abuse in the workplace. The policy also discusses the District’s drug and alcohol testing program and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program. This policy applies to all District employees.

Deleted: full-time and part-time

Deleted: 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 those who work with the user. The use, sale, purchase, transfer or possession of an illegal drug or alcohol [?] in the workplace, and/or being under the influence of drugs or alcohol at work or in a work-related situation is prohibited.
- B. [NOTE: This, and the below, go without saying.]
- C. _____
- 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.

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Deleted: poses unacceptable risks for safe, healthy, and efficient operations...

Deleted: 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....

Deleted: 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.¶

- F. The District has a heightened interest in safety concerns with heavy equipment operators and other employees who operate potentially dangerous equipment that justifies special provisions relating to those employees.

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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/or other specimens of the human body for the purpose of detecting the presence of a drug or alcohol.
- E. Illegal drug means e.g., 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, Some examples of illegal drugs are 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, under this policy, 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 some examples that may lead to a conclusion of "reasonable suspicion."
- 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.

Deleted: ; 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.

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Deleted: cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine,

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Deleted: 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.

in: A. The District provides to supervisors and other management personnel periodic training.

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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. The District provides to all employees periodic training in [NOTE: Accurate that we provide training? Or do we mean simply provide this policy?]:

- Deleted: E
- Deleted: 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: SPECIFIC PROCEDURES.

Deleted: **PROHIBITED ACTIVITIES**

A. LEGAL DRUGS.

1. The use of any drug which could or does 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, and with the employee's health care provider (if appropriate), that such use does not pose a threat to safety and that the employee's job performance is not significantly affected.
2. An employee who is taking a legal drug which could interfere with the safe and efficient performance of duties or operation of District equipment, must report that fact 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 safety and 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.

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- Deleted: using
- Deleted: Otherwise, the employee may be required to take leave of absence or comply with other appropriate action as determined by District management.¶
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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 [NOTE: What about "transfer or possession"?] of alcohol by any employee while on District premises or while performing District business is prohibited.

C. OBLIGATION TO REPORT. Any employee who knows or has reasonable suspicion that another employee is using, selling, under the influence or otherwise in violation of this policy is required to report that suspicion to the General Manager. [NOTE: This was moved up from the Discipline section.]

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Section 14.6 DISCIPLINE.

A. Any employee who violates this policy will be subject to discipline, up to and including termination.

Deleted: possesses, distributes, sells, attempts to sell or transfers illegal drugs on District premises or while on District business will be terminated immediately.¶
¶

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.

B. Any employee who is found to be under the influence of alcohol in violation of this policy will be

D. [NOTE: This is covered in "A" above.]

Deleted: 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.[NOTE:

E. _____

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

A. [NOTE: It may not make sense to include the applicant section in the handbook as, by the time employees receive this handbook, all such information will be moot as to them (i.e., already occurred and no longer relevant). Consider deleting.] All applicants for employment whose job duties will involve the use of heavy equipment or potentially dangerous equipment [NOTE: I assume no volunteers will use heavy or dangerous equipment?] are subject to drug and alcohol testing after a conditional offer of employment is made by the District.

Deleted: 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.¶

Deleted: , including applicants for part-time and volunteer positions [NOTE: I assume no volunteers will

B. Such an applicant must pass the drug and alcohol 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 revocation of the conditional job offer.

Deleted: 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 conditional job offer will be revoked.

Deleted: 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 in making policy-related presentations at employee meetings.

B. The District may perform drug or alcohol testing:

1. of any employee who manifests behavior that causes the District reasonably to believe the employee is under the influence;
2. of any employee who is involved in an accident that the District reasonably suspects was caused by the employee's use of drugs or alcohol; or
3. of any employee who is subject to drug or alcohol testing pursuant to federal or state rules, regulations or laws. [NOTE: If we don't employ any such individuals, then No. 3 should be deleted.]

C. An employee's consent to submit to drug or alcohol testing when reasonable suspicion exists is required as a condition of employment.

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 other inquiry or investigation may be appropriate under the circumstances.

[NOTE: Random testing is generally not permissible in California, unless the employee is subject to some statutory authority that requires this testing.]

Section 14.10: TESTING PROCEDURES. [NOTE: Instead of including this level of detail in the general policy, I recommend maintaining a separate "testing procedures" brochure that you provide to affected employees at the time of testing. This would encompass both Section 14.10 and 14.11.] The District contracts with a competent medical facility to conduct drug and alcohol testing. [NOTE: The foregoing assumes the testing facility is already in place.] Chain of custody is 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. [NOTE: These don't sound like medical facilities ...]
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.

Deleted: "reasonable suspicion"

Deleted: results or could result in the filing of a Workers' Compensation claim; or

Deleted: and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.

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Deleted: 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. [NOTE: Ra

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1. A urine specimen will be split into two bottles, generally 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 [NOTE: Confirming that testing is still done for marijuana, despite its legal status in California?];
4. If the test is positive for one or more of the drugs, a second, confirmation test will be performed;
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 employee 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.”

Deleted: using a gas chromatography/mass spectrometry analysis;

Section 14.11: APPEAL OF DRUG OR ALCOHOL TEST RESULT.

- A. An applicant or employee whose drug or alcohol test reported positive will generally be offered the opportunity of a meeting to offer an explanation for the result. [NOTE: Consider whether we really want to offer such a meeting to an applicant.] The General Manager will determine 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.

Deleted: 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

Deleted: judge

Section 14.12: INSPECTION AND SEARCHES.

[NOTE: I recommend we make this a more general inspections policy by taking it out of the drug testing section.]

- A. The District may conduct unannounced general inspections and searches for, e.g., 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, desks, furniture and other places under the common control of the District or joint control of the District and employees. In addition, the District reserves the right to search employee belongings brought onto District property, including but not limited to purses, backpacks, cars/trunks, etc. Employees are expected to cooperate in any such searches, and do not have any expectation of privacy in any District building, property or communications system, including but not limited to lockers, desks, offices, etc.

B.

D.

E.

SECTION 15 - TOBACCO USE AND SMOKING POLICY

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.

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.

SECTION 16 – FIREARMS POLICY

While traveling on District business, or working on or off District premises, or being on/in District-owned buildings, properties, or vehicles, 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.

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 [District?] computer and [District?] cell phone usage by employees, including their use of related 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 purposes other than District business. All data, files, documents, and electronic messages, etc., that is maintained, transmitted, created, or received on the District electronic communications systems ("District E-systems"), including information accessed via the Internet and sent or received through electronic mail (e-mail) systems, is the property of the District. As the District maintains full access to all this information on its E-

Deleted: Contraband is an article that is illegal to possess.

Deleted: ¶

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. ¶

Deleted: 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.

Deleted: 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. ¶

Deleted: 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. ¶

Deleted: The health and rights of all HVLCSO employees and the public are to be protected from unhealthful conditions. ¶

Moved down [1]: 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

Moved (insertion) [1]

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Deleted: , while traveling on District business or on the District premises. ¶

Deleted: personal gain, private purposes (see subsection 6), or to support or advocate non-District-related business or purposes. All data

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Deleted: All records whether paper or electronic, may be subject to the disclosure requirements of The California Public Records Act and are not considered private. ...

systems, employees should not have any expectation of privacy with respect to any of this information. [NOTE: What is the purpose of the next two sentence? I recommend they be deleted.]

2. Employees should have no expectation of personal privacy in any use of District E-systems, including e-mail and Internet usage. The District may, at any time, review, access, or monitor the contents of all records, data and communication transmitted, received, created, and or stored on its electronic systems.
3. [NOTE: Assuming this is not actually an issue for the District, I recommend deleting the below.]
4. [NOTE: Goes without saying.]
5. [NOTE: This is a subject for a separate agreement with the affected employee, not part of a general policy.]
6. Examples of Prohibited Uses

The District's E-systems may not be used in any manner that violates any District policy, specifically including but not limited to the policies prohibiting unlawful harassment and discrimination and prohibiting workplace violence.

- b.
 - c. Using District computer systems for private purposes, personal gain, solicitation of commercial ventures, or other non-job-related purposes. The sole exception to this is as described in subsection 7, 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. [NOTE: This is probably not an issue for the general employee population.]
7. Limited employee personal use of District E-systems may be allowed. This use is only permitted during employee personal time (e.g., break time and meal periods). Examples of limited personal use that may be permitted includes educational enhancement and personal communications, which conform to the above prohibited uses. Any personal use must not:
 - (i) interfere with or impede District operations;
 - (ii) interfere with or impede the employee's work duties or other obligations to the District; or
 - (iii) burden the District with any noticeable cost.

Deleted: 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.¶

Deleted: There is

Deleted: computer systems and software

Deleted: by

Deleted: 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.¶

Deleted: 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.¶

Deleted: The District is not responsible for ite... [1]

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Deleted: District laptop and tablet use requires ... [2]

Deleted: Using the Internet to view, obtain ... [3]

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- 8. ~~_____~~
- 9. ~~[NOTE: These are IT Admin guidelines only – should not be in the general policies.]~~
- 10. ~~[NOTE: I recommend against this practice.]~~
- 11. ~~_____~~

C. PROCEDURES.

- 1. Passwords
 - a. ~~Employees whose job duties require them to handle confidential District matters on District E-systems will define their own confidential password. Employees 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. In fact, employees are required immediately to advise the IT Administrator in writing of any password they use to gain access to District E-systems, as well as any changes to such password.~~
 - b. ~~[NOTE: This is too much detail for a general policy.]~~
- 2. Internet and E-mail Access
 - a. Access to the ~~District E-systems, including~~ Internet and e-mail, is restricted to those employees who have been provided the necessary software and hardware and who have been authorized by the District to access ~~District E-systems~~. The District may deny or restrict ~~District E-systems~~ access to any employee at any time.
 - b. When using ~~District E-systems~~, employees are cautioned to remember they represent the District, ~~and to act accordingly.~~
 - c. ~~_____~~
- 3. Electronic Document, Software and Mail Storage ~~[NOTE: Consider whether we actually need to include the level of detail in this subsection 3.]~~
 - a. Electronic mail ~~on the District's E-systems~~ 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

Deleted: 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.

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Deleted: For Equipment operation and maintenance, the District IT Administrator shall:¶

- Deleted:** ¶ evaluate District functional needs and recommend options;¶
 ¶ evaluate reliable software and hardware requiring minimum technical support that is user-friendly, easy to use and enhances District productivity;¶
 ¶ maintain an on-site inventory of all workstation hardware and software;¶
 ¶ recommend on-site training on software and make recommendations as appropriate; ¶
 ¶ 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;¶

Deleted: Security: The General Manager must approve remote access from home systems and businesses to District systems for valid busines[... [10]

Deleted: All data saved on District work station PCs, laptops and tablets will be District related.¶ [... [11]

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Deleted: To ensure the security of the e-mail system, the system may prompt the user to routinely change their password. Should th[... [12]

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Deleted: Employees may not speak for the District unless they are authorized to do so.¶

Deleted: E-mail and Internet messages can be forwarded without the express permission of the original author. Users must use caution in t[... [13]

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. [NOTE: The IT Admin should set this up for employees, so it does not need to be spelling out in the general policy.]

Section 17.1.: SOCIAL MEDIA USE/SOCIAL NETWORKING [?].

[NOTE: The purpose of this policy in a general employee handbook is unclear. It does not appear to have generalized application.]

- A. PURPOSE. The policy outlines the protocol and procedures for use of social media on District work time [?]. 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, This policy also focuses on social networking as it relates promoting connections for official District business and for employees, elected and appointed officials who are using this medium in the conduct of official District business. [NOTE: Copied from below. Accurate?]

B. DEFINITIONS.

- 1. Social Media: Various forms of electronic discussions and information-sharing, including social networks, blogs, video sharing, podcasts, message boards, and online forums. [NOTE: Consider whether we really need to include the remainder of this paragraph.] 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.

C. POLICY.

- 1. [NOTE: This looks like guidelines for the District's IT person/group, rather than a general employee policy. Consider deleting.] The District's web site, 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.

Deleted:)

Deleted: 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....

Moved (insertion) [2]

Deleted:), as well as responsibilities related to the public records and open meeting laws.

Deleted: to the Internet to

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Moved up [2]: 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.¶

2. District employees shall not disclose information about confidential District business on personal social media sites. [NOTE: Presumably, this handbook is not provided to elected/appointed officials, and so the foregoing sentence should not be included here.]

Deleted: and appointed and elected officials

Deleted: In addition, all use of social media sites by elected and appointed officials shall be in compliance with California's open meeting laws.

3. Posting/ Commenting Guidelines

Deleted: Employees and elected or appointed officials' posts are a reflection of their own views and not necessarily those of the District.¶

a. The District reserves the right to remove content [from its own website? No need to reserve that right.] that is deemed in violation of this policy or any applicable law.

Deleted: 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. [NOTE: This only needs to be a guideline for the employee responsible for collecting/maintaining this information. It should not be in a general policy.] 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.

Deleted: Chat functions in any social media sites will not be used.¶

c.

Deleted: The District reserves the right to temporarily or permanently suspend access to official District social media at any time. [NOTE:

d. [NOTE: See Related Note at subsection b above.] 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.

Deleted: 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. [NOTE: These GM

e. [NOTE: No need to include this in a policy. Goes without saying.]

Deleted: It is the responsibility of employees, and appointed and elected officials to understand the procedures as outlined in this policy.¶

D. PROCEDURES.

1. [NOTE: These GM guidelines should not be in a general 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.¶

E. RESPONSIBILITIES.

[NOTE: Let's discuss the purpose of this policy. It does not appear to have general application.]

1.

¶
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 employees who have been issued a District-owned cell phone for job-related purposes. These District cell phones are the property of the District. [NOTE: Is this policy still needed? That is, does the District still issue work cell phones?]

Deleted: (District) issued

Deleted: 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. [NOTE: We'll want to be careful about requiring non-exempt employees to "work during non-business hours." Any such work must be compensated.]

The General Manager shall determine, in his/her sole discretion, which employment classifications need a District-issued cell phone.

COMPLIANCE PROCEDURE

- A. Employees receiving a District cell phone are responsible for the following:
- Maintaining their equipment. [NOTE: Not sure what this entails. I recommend we have a separate users' agreement for any employees to whom we issue cell phones that explains employee obligations, and that we delete these procedures from the handbook.]
 - Not making 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 District Cell Phones
District cell phone use is limited to District purposes. District cell phone use requires completion of release and return forms. [NOTE: The foregoing sentence is unclear.] 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. [NOTE: Again, this should all be part of a separate agreement signed by the employee, and not a policy.]

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

Employees who need to use the phone while driving 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. [NOTE: This goes without saying.]

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

- A. Non-exempt employees are not permitted to use their District 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. Any such "off duty" work must be reported as time worked, and will be appropriately compensated.

SECTION 17.3: DISTRICT WEB PAGE.

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Deleted: 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.¶

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Deleted: 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

Deleted: <#>Employees who receive allowances will be responsible for obtaining their own hands-free equipment.¶

Deleted: 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. [NOTE: This goes without saying.]

Deleted: <#>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. ¶

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A. POLICY.

[\[NOTE: On the assumption that access/ability to post information on the District's website is limited to, e.g., the IT manager, I recommend we delete this policy.\]](#) It is District policy to control the content and accuracy of the information provided on the public Web page. All information [\[NOTE: meaning?\]](#) 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 [her](#)/his designated representative. [Any requested postings](#) must be non-political in nature, [and must in all respects comply with District policies](#). The General Manager [has the discretion to](#) approve, modify, or deny the request. Postings shall be submitted in Word format [\[to the GM?\]](#) 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. [\[NOTE: I wouldn't recommend relying on the "submitter." Presumably we have an employee designated to control content on the website?\]](#)

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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, [if any](#), for damage and/or liability for private vehicles used on official District business. [\[NOTE: Consider if we need such a lengthy policy on this topic. Also, I recommend that elected official not be included as "employees" for purposes of this handbook. Any rules/guidelines governing elected officials should be stated separately in, e.g., Board bylaws.\]](#)

B. PROCEDURE.

When [use if a POV is](#) necessary during the course of an [\[elected official's or\]](#) employee's official duties, the District shall provide [appropriate](#) reimbursement [to the extent required by law](#).

1. [\[Elected officials or\]](#) [E](#)mployees using their POV on official business must possess a valid California driver's license for the class of vehicle they will be operating.

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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 are not reimbursed for commuting to and from work, except that employees who are required to attend work-related meetings off site are eligible for reimbursement for mileage incurred. [NOTE: And they must also be compensated for the time worked at these meetings.]

3. For POV use in connection with District business, the District shall reimburse District [elected officials or] employees the current IRS mileage reimbursement rate.

4. Insurance: The individual employee who uses his/her privately owned vehicles on official District business must carry appropriate vehicle insurance.

5. District employees are encouraged to carpool whenever feasible.

6.

Section 18.2: FLEET SAFETY POLICY.

A. PURPOSE. [NOTE: If most employees do not drive/maintain District vehicles, I recommend this policy be removed from the handbook, and instead be in separate guidelines provided only to affected employees.]

[NOTE: I recommend against the use of ALL CAPS in certain portions of this policy. All the language should be equally important, and the ALL CAPS has the effect of diminishing the importance of language in lower case.]

The purpose of this fleet safety policy is to help 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 employees. In addition to the provisions of this policy, all employees are required to comply with all applicable Federal, vehicle-related and traffic laws, as well as the established District driving safety work rules, best practices and procedures. [NOTE: If there is a separate publication of such District rules, then those should be provided to affected employees.]

D. RESPONSIBILITIES.

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Deleted: 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.).

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Deleted: 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.

Deleted: 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.¶

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Deleted: 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.¶

1. Lead Operators [\[NOTE: This information should be provided only to affected employees, rather than in a general policy.\]](#): The Lead Operators have the responsibility to implement the adopted fleet safety policy and overall fleet safety program by:

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a. [Ensuring employees are aware of, and directing employees to comply with, the applicable policies and procedures,](#)

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b. [\[NOTE: The meaning of the foregoing is unclear. It should be deleted unless it is clarified.\]](#)

Deleted: Providing appropriate safety and financial resources.

c. Providing support and interest in the fleet safety program. [\[NOTE: This probably goes without saying.\]](#)

2. Lead Operators [\[NOTE: All the responsibilities of Lead Op should be in a single section.\]](#) have the responsibility to:

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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 [who drive and/or maintain District vehicles and/or heavy equipment \[?\]](#) have the responsibility to:

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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 [District](#) 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 the pre-trip and post-trip inspection form for off-site classes, workshops or conferences.
- f. Report any 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. [NOTE: This does not belong in a section about District vehicles.]
- i. Maintain a valid California driver's license, [NOTE: What physical exam is referred to here?]
- j. [NOTE: Already stated above in "Scope."]
- 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 in connection with that inspection[?]. 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.

Employees assigned to operate District-owned or leased vehicles and/or heavy equipment, must comply with the following fleet safety driving rules and best:

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,

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 ¶
 ii. Immediately take pictures of all damaged property that occurred in the accident.¶
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 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....

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Deleted: , which includes passing the required physical exam and a satisfactory driving record both on and off the job.

Deleted: Employees are required to obey all Federal DOT, California DMV, and local traffic regulations.[NOTE:

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Deleted: is a privilege/requirement, which may be withdrawn at any time at the sole discretion of the General Manager. An employee

Deleted: practices in order to continue this granted privilege/meet the requirement to operate vehicles and heavy equipment:

taillights, directional lights, 4-way flashers, wipers, heater and defroster on the vehicle at each fueling. [\[NOTE: Which is the requirement: pre-trip or at each fueling? Clarify.\]](#)

3. Employees who operate commercial vehicles [on the job](#) 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 [\[NOTE: The foregoing is unclear.\]](#), 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.
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 [larger than](#) 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, [override](#) or disconnect any manufacturer installed safety features and devices.
11. Vehicle interiors [of District vehicles](#) are to be kept clean and free of rubbish.
12. Smoking in vehicles is NOT PERMITTED.

Deleted: . 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.¶

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F. DRIVER ORIENTATION AND TRAINING.

Employees are provided orientation and training during their trial period [NOTE: Do we mean probationary 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.

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

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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. [\[NOTE: Lead Operators seem to have heavy supervisory responsibilities. Are these employees actually supervisors/managers? Because "lead" typically signifies more of a senior employee, or foreperson, rather than supervisor.\]](#)

The Lead Operators are [responsible to](#) instruct 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.

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- Deleted:** for the District assigned vehicles and heavy equipment. This accountability includes to
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H. VEHICLE EMERGENCY BREAKDOWN PROCEDURE.

Employees are responsible for following the [District's](#) breakdown procedures whenever a [District](#) 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 [the](#) commercial vehicle [they drive/operate](#) carries the following emergency equipment:

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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).

[\[NOTE: That is stated in the EEO policy.\]](#)

Deleted: It is the policy of the District to provide equal employment opportunity to all persons.[NOTE: That is

A. POLICY.

The District strives to ensure that every employee is provided a safe and healthful place in which to work. [NOTE: Consider maintaining the IIPP separately from the handbook.]

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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 and comply with 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. The IIPP Administrator also prepares and updates the IIPP, ensures investigation of workplace accidents, injuries, exposures, etc., takes action to mitigate identified hazards, institutes a Health & Safety Committee, and establishes procedures for employees to report hazards, accidents, general safety concerns, etc. [NOTE: Accurate?]
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.

[NOTE: This IIPP also needs a section describing procedures for investigating occupational injuries/illnesses. Check out the e-tool on the California Department of Industrial Relations website for help in drafting this section.]

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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 are an important part of the regular performance evaluation of managers and supervisors. ▾

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b. Compliance with safe work practices are an important part of employee regular performance reviews.

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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. [\[NOTE: Are regular employees also recognized for their safety contributions?\]](#)

5. Employee Training – Employees are trained and retrained as appropriate, 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. [The District encourages employees to report to any District supervisor or manager any worksite hazards they observe.](#)

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.

[\[NOTE: I also recommend periodic review of IIPP – perhaps at scheduled safety meetings?\]](#)

- b. The organization [holds regular](#) 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. [Paper copies](#) of such e-mails [are](#) distributed to [any](#) employees who do not have [access to District](#) computers.

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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 [about](#) 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 [about the concern](#) within five working days of receipt. [\[NOTE: If we specify five working days, we must comply with this timing.\]](#)

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E. HAZARD IDENTIFICATION AND EVALUATION.

Inspection of the workplace is [one of the](#) primary tools used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices [as appropriate](#), certain situations [may](#) require formal evaluation and documentation.

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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 [by whom? IIPP Administrator?]. Any hazards observed are corrected on the spot or recommendations are submitted for future corrections.

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2. Additional Inspections – Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures or equipment present a new potential 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 _____ inspection.
- d. Whenever job-related injuries or illness occurs.
- e. Whenever the District hires and/or reassigns employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

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F. CORRECTION OF HAZARDS.

When a hazard exists, it is corrected as soon as it is observed or discovered. If imminent hazard exists that cannot be immediately abated without endangering employees and/or property, the District removes these employees from the danger at once, except for those employees necessary to correct the condition. Employees required to correct the hazardous condition are provided with the necessary protection and training to correct the hazard.

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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. Training and 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.
 - c. To all employees about the hazards specific to each employee's job assignment.

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

- c. 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.

- iii. [To all employees given new job assignments for which training has not previously been provided.](#)
- iv. [Whenever any employee is made aware of a new or previously unrecognized hazard.](#)

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5. Specialized Training

- a. Supervisors are trained in their responsibilities for the safety and health of their employees, [and to familiarize them with safety and health hazards to which their direct reports may be exposed.](#) 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.

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H. RECORD KEEPING.

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

- 1. For the purpose of tracking [the history of occupational safety and health programs and activities, including scheduled and periodic inspections to identify unsafe conditions and work practices,](#) all documents are maintained for a minimum of one year plus the current year, unless otherwise stated. [\[NOTE: The requirement is to maintain for a year. I suggest we simply this language to state we'll retain for one year or two years.\]](#)

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 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.

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- 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

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- c. Safety suggestions and hazard reporting
- d. Hazard identification and correction
- e. Occupational injury & illness investigations
- f. Training records for each employee, including their name, dates and types of training, and the name of the training providers.

Section 19.3: REPORTING ON-THE-JOB INJURIES.

A. Employees report on the job injury or illness 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. [NOTE: Ensure we provide training to supervisors who are required to investigate.] 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.
 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. [NOTE: No, HR admin should not make that determination. That determination made by the health experts and the worker’s comp insurance carrier.]

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Deleted: 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.¶

Deleted: The HR administrator shall investigate all claims for determination of whether the medical condition is work related, as provided under worker’s compensation law.[NOTE: No,

Section 19.4: HEAT ILLNESS PREVENTION PROGRAM.

As a California employer with outdoor places of employment, the District has developed this Heat Illness Prevention Program (the “Program”) to inform, and to reduce the risk of work-related heat illnesses among, employees. [NOTE: I do not recommend this Program be included in the handbook. Consider providing this information/training only to affected employees who work outside.]

[NOTE: We need to identify the person(s) having the authority/responsibility for implementing this program at the worksite.]

[NOTE: What is the authority/source supporting the below program? See Employer Sample Procedures for Heat Illness Prevention available on the California Department of Industrial Relations website to re-draft this program.]

[NOTE: I am not aware of any requirement to include the below in the policy. I am concerned that it appears to supplant the need to call in trained first aid workers as needed in an emergency. I suggest instead that this information be provided by an expert as of Program training.]

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.” [NOTE: I don't see an Attachment C.]
2. Lead Operators must ensure that 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. [NOTE: I don't see an Attachment D.]
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 in accordance with the law,

Deleted: 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/[... [14]

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- 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 heat 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 any employee has not been working in the heat for the last few days or when a heat wave occurs.

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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). [NOTE: This sounds as if we're requiring the provision of 8 gallons of water for each employee per 8-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. [NOTE: Who is responsible to check the adequacy, freshness, purity, and coolness of the water, or to provide drinking cups, as needed?]

E. SHADE.

A shaded area will be provided that employees may use during breaks and meal periods, or 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 improve, then emergency medical care is needed. Emergency medical care shall be provided by the following:
 - a. Thoroughly soaking the clothing with water, and vigorously fanning the body to increase cooling.
 - b. Call 911. Be ready to provide emergency response personnel with directions to work location
 - c. If necessary, transport employee to the following facilities to receive immediate medical care:
 - a. St. Helena/Clearlake Hospital – Dam Road, Clearlake, CA

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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.

[NOTE: Supervisors are required to have specialized 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, but is not limited to, 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.

The District reimburses District personnel for reasonable expenses incurred when employees are required to travel on District business.

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, provided they receive authorization in advance from the General Manager.
3. Whenever possible, arrangements must be made sufficiently in advance (generally 14 to 21 days) to take advantage of available discounts for registration, airfare and lodging. Travel arrangements shall be made by the HR administrator.
4. All receipts (including itemized merchant receipts) for business travel are to be kept and attached to the employee's expense reimbursement form and submitted to their Supervisor for review immediately after the conclusion of the event.

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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. [\[NOTE: The meaning of the foregoing sentence is unclear.\]](#) [\[NOTE: If the below is not an issue for the District, the rest of the language in C.1-.3 should be deleted as entirely too detailed to be included in the general policy. Typically, the supervisor and traveling employee will agree on the departure/return to work timing.\]](#) 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 [ordinarily](#) 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. ~~.....~~
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) ~~may be unpaid,~~ and will require General Manager approval in advance. This practice shall [also](#) apply to District personnel driving personal vehicles [at their own election](#). Permission to drive [for District-related travel](#) shall not [necessarily](#) be construed to mean "on District time.". Any additional expenses, including meal and lodging costs, resulting from excess travel time [due to the employee's choice](#) will be at the individual's own expense [\(that is, not a business expense reimbursable by the District\)](#).

Deleted: Departures and subsequent arrival practices will be contingent upon flight schedules and fare discounts.¶

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4. Use of a private car (if authorized in advance) for District travel 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 General Manager will be necessary. Mileage reimbursement will be based on actual miles driven, from the District office. To clarify, employees will be reimbursed for actual miles they are required to drive for work related travel. Excluding the miles they typically drive for their normal commute to work at the District. **INSERT TRAVEL example HERE** The maximum paid for transportation to areas outside Northern California shall ordinarily not exceed the equivalent cost of "coach fare" airline transportation plus the cost of other necessary ground transportation at the destination.

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D. CAR RENTALS.

When traveling on District business, 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. If the distance between the sites is further, or if public/taxi transport is not feasible, staff should check availability and cost and make their own car rental arrangements. When renting a car in connection with District business, 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.

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E. LODGING.

1. Receipts for lodging must be submitted to obtain reimbursement. Lodging reimbursement may be requested when traveling outside of Lake County [overnight?] or when attendance at events is for two or more consecutive days. Lodging reimbursement for the night prior to the beginning of an event may be allowed only if time and/or travel schedules prohibit travel at reasonable hours on the first day of 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: The foregoing is unclear.] Ordinarily, no lodging reimbursement will be allowed for the night following the event, except under circumstances beyond the control of the District personnel (i.e.

Deleted: 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).

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flight canceled). In most occasions, lodging must be booked and paid for in advance [by whom?] to avoid inconvenience to employees attending the conference.

2. Lodging reimbursement will not be approved for District-related travel within Lake County regardless of the length of the event.
3. Lodging shall be obtained at the most economical rate available for a standard room. Lavish or oversized accommodations are not justified, and will not constitute a reimburseable expense. 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 [e.g., the Administrative Assistant] on the District's credit card. [NOTE: Who has access to the District credit card? I recommend the card have extremely limited access.] [NOTE: I recommend against travel advances - except in unusual circumstances that would be so rare as not to warrant a mention in this general policy.]

SECTION 21 – CREDIT CARD USE POLICY

[NOTE: This policy should be vastly simplified, and probably distributed only to those few employees who are issued a District credit card.]

Any employee who is issued a District credit card shall be responsible for the following:

1. Complying with Credit Card Cardholder Procedures. [NOTE: Which are presumably provided separately to the employee issued the card? I recommend we have a form agreement for the employee's signature that accompanies the issuance of the card.]
2. Ensuring the District credit card is used appropriately and that all purchases are necessary and/or authorized business expenditures, and are within the approved dollar limits and budgeted.
3. Ensuring the security of the District Credit Card while in his/her possession. If the card is lost or stolen, the Cardholder shall immediately

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Deleted: 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. [NOTE: I recommend

Deleted: This will allow determination if the expenditures requested for advance are eligible for reimbursement prior to those costs being incurred. ¶

Deleted: A. OBJECTIVES.¶

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Deleted: 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.¶

¶

<#>The Full Charge Bookkeeper is the "administrator" of the Credit Card procedure.¶

... [15]

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B. POLICY.¶

¶

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notify the Credit Card bank, the Accountant/Controller and Administrative Services Officer.

4. The District credit card must not be used for the cardholder's personal purchases.

SECTION 22 – Gifts and Ethics Policy

Ethics Policy (Board Policy) [NOTE: What is the meaning of "Board policy" here? It should be clarified or deleted.]

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

Code of Conduct

The District and its employees must, at all times, comply with all applicable laws and regulations. [NOTE: This goes without saying.]

The District does not condone the activities of employees who achieve results through violation of the law or unethical business dealings. Impermissible conduct includes any payments for illegal acts, indirect contributions, rebates and bribery. The District does not permit any activity that fails to withstand the closest possible public scrutiny.

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

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

Conducting Personal Business

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

Conflicts of Interest

All employees must avoid situations involving actual or potential conflict of interest with the business and interests of the District. Any employee's relationship with a competitor, supplier, or other employee (especially a subordinate employee) of the district that does or may impair an employee's ability to exercise good judgment on behalf of the District creates an actual or potential conflict of interest. For example, supervisor-subordinate romantic relationships can lead to supervisory problems, possible claims of favoritism, and morale problems.

An employee involved in, or aware of, any of the types of relationships or situations described in this policy must immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. The District may take whatever corrective or remedial action appears appropriate according to the circumstances.

Relationship with Clients and Vendors

Employees shall avoid investing in or acquiring a personal financial interest in any

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Deleted: 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.¶

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business organization that has a contractual relationship with the District, or that provides goods or services, or both to the District, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the District.

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Gifts, Entertainment or Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, their business decisions in favor of any person or organization with whom or with which the District has, or is likely to have, business dealings. [NOTE: This appears to repeat the essence of the first sentence.]

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- Deleted: 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. [NOTE: This

Kickbacks and Secret Commissions [NOTE: Not sure of the meaning of "secret commissions."] The District strictly prohibits its employees from accepting kickbacks, or payment or compensation of any kind, from suppliers or others doing business with the District.

- Deleted: 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

Funds and Other Assets

Employees who have access to District funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the District's instructional manuals or other explanatory materials, or both. [NOTE: Presumably, money-handling employees are aware of, and have access to, these instructional/explanatory materials?] The District imposes strict standards to prevent fraud and dishonesty. If an employee becomes aware of any evidence of fraud and dishonesty related to District operations, they shall immediately advise their supervisor or the General Manager so that the District can handle the matter. When an employee's position requires spending District funds or incurring any reimbursable business expenses, that individual must use good judgment on the District's behalf to ensure that good value is received for every expenditure.

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Conducting Personal Business

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

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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:

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- 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 any District confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding the District, 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 District confidential information is on a “need-to-know” basis, and any disclosure of such information must first be authorized by your supervisor.

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Sample Policy Handbook



**California Special
Districts Association**
Districts Stronger Together



CSDA Sample Policy Handbook

The CSDA Sample Policy Handbook offers your agency a template of sample policies to be customized for your use. Purchase includes a subscription to receive on a quarterly basis a digital copy of any new or updated policies through 2018. While sample policies have been vetted by CSDA Business Affiliates, we recommend your district seeks legal counsel to ensure compliance with applicable laws.

The California Special Districts Association does not provide legal advice and nothing in this handbook should be construed as legal advice. Please contact your legal counsel if you have a legal question regarding information in this handbook, and to ensure your district is in compliance with applicable laws.

Special Thanks to Our Contributors:

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SECTION 1000

GENERAL

Policy 1000	Adoption/Amendment of Policies
Policy 1005	Association Memberships
Policy 1010	Basis of Authority
Policy 1015	Board Secretary
Policy 1020	Board/Staff Communication
Policy 1025	Claims Against the District
Policy 1030	Code of Ethics
Policy 1035	Conflict of Interest
Policy 1040	Correspondence to the Board
Policy 1045	Legal Counsel and Auditor
Policy 1050	Overview of the General Manager's Role
Policy 1055	Legislative Advocacy
Policy 1060	Digital Signature

SECTION 2000

ADMINISTRATION

Section 2100	Financial Management
Policy 2100	Accounts Receivable Policy
Policy 2105	Asset Protection and Fraud in the Workplace
Policy 2110	Budget Preparation
Policy 2115	Credit Card Use
Policy 2120	Employment of Outside Contractors and Consultants
Policy 2125	Expense Authorization
Policy 2130	Investment of District Funds
Policy 2135	Purchasing
Policy 2140	Receiving/Depositing Remittances
Policy 2145	Records Retention
Policy 2150	Reserve Policy
Policy 2155	Debt Management
Policy 2160	Internal Controls
Section 2200	Inventory & Property Management
Policy 2200	Disposal Surplus Property or Equipment
Policy 2205	District Electronic Resources Policy and Procedures
Policy 2210	Use/rental of District Facility
Policy 2215	Naming of District Parks and Facilities
Policy 2220	Flag Display



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- Section 2300 Risk Management**
Policy 2300 Emergency Preparedness
Policy 2305 Emergency Response Guideline for Hostile or Violent Incidents
Policy 2310 Workers' Compensation

- Section 2400 Communications & Technology**
Policy 2400 Customer Relations
Policy 2405 Press Relations
Policy 2410 Public Complaints
Policy 2415 Social Media Use
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